EDGERTON
SCHOOL DISTRICT

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LEAD TOMORROW.

2026-2027

Student Handbook

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

School District of Edgerton Section 504 Coordinator:
Julia Garczynski, Director of Pupil Services
200 Elm High Drive
Edgerton, WI 53534
Telephone: (608) 561-6091
Fax: (608) 884-9327

School District of Edgerton Title II Coordinator:
Amanda Thompson, Director of Teaching and Learning
200 Elm High Drive
Edgerton, WI 53534
Telephone: (608) 561-6097
Fax: (608) 884-9327

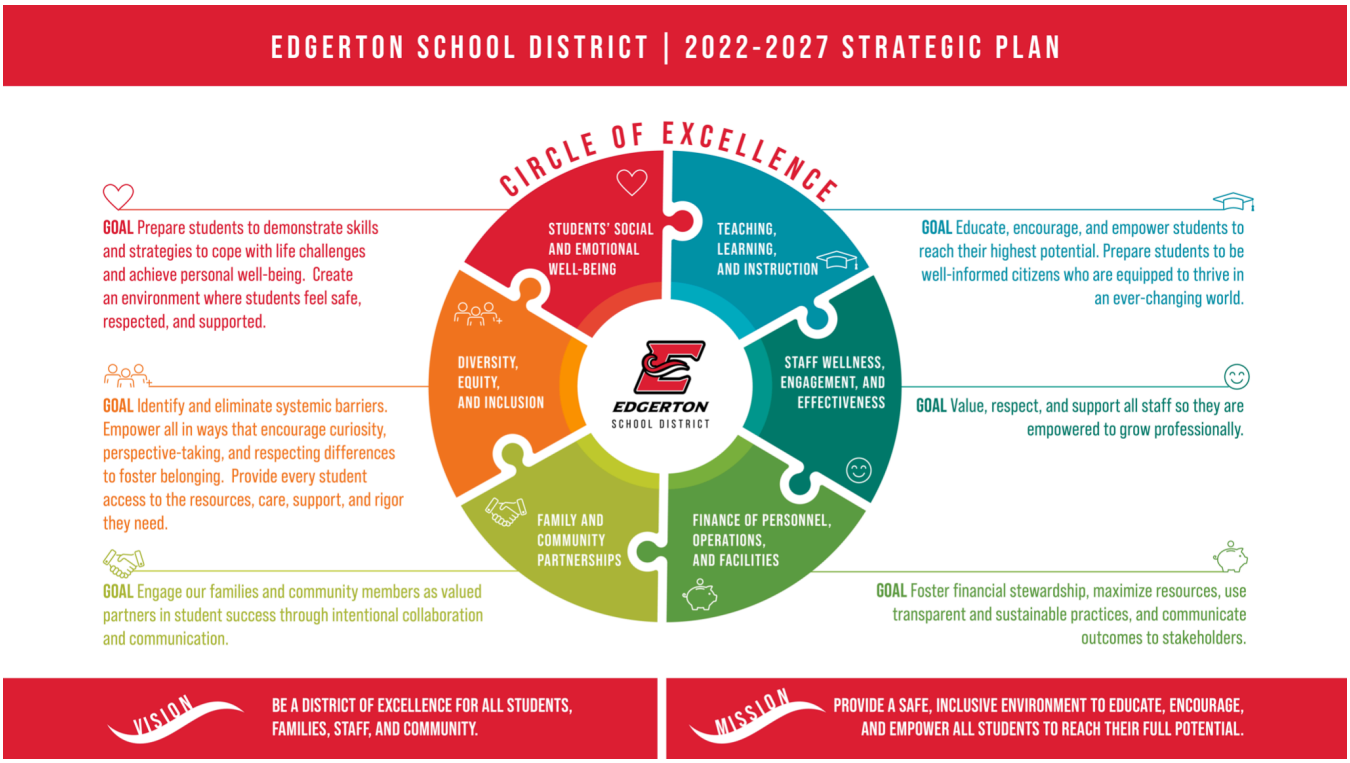
School District of Edgerton Title IX Coordinator:
Drew Wellman, Director of Operations
Amanda Thompson, Director of Teaching and Learning
200 Elm High Drive
Edgerton, WI 53534

School District of Edgerton Compliance Officers:
Drew Wellman, Director of Operations
Drew.Wellman@edgerton.k12.wi.us
Amanda Thompson, Director of Teaching and Learning
Amanda.thompson@edgerton.k12.wi.us
200 Elm High Drive
Edgerton, WI 53534

To File a Complaint: Complete School District of Edgerton form *Guidelines for Resolving Complaints Concerning School Personnel* available in the District Administrator's Office and submit to:
Dr. Tad Wehner, District Administrator
School District of Edgerton
200 Elm High Drive
Edgerton, WI 53534
Board Policy 9130

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

Policies and/or procedures contained in this handbook are subject to change at the discretion of administration. Said changes will be added as an addendum at the end of the handbook and be made available on the District website.



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Need to Know

How to Use This Handbook

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

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

Following these sections, this handbook has four appendices:

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

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

Contact ESD

Edgerton School District
200 Elm High Drive
Edgerton, WI 53534

Phone: (608) 561-6100
Fax: (608) 884-9327 (School District Office)

Board of Education

Our Board of Education members can be found on our website at
edgerton.k12.wi.us/page/board-members
Board of Education meeting minutes and agendas are on our website at
www.edgerton.k12.wi.us/page/meeting-documents

Edgerton School District Administration

Superintendent	608-561-6101
Director of Teaching and Learning	608-561-6097
Director of Pupil Services	608-561-6091
Director of Operations	608-561-6104
Director of Technology	608-561-6035
Registrar	608-561-6103
School Resource Officer	608-561-6065
School District Nurse	608-561-6061

Staff Directory
https://www.edgerton.k12.wi.us/staff

Main Number and Attendance Line for All Schools
608-561-6100

Edgerton High School

Principal	608-561-6021
Associate Principal	608-561-6022
Athletic Director	608-561-6218
Main Office	608-561-6025

Edgerton Middle School

Principal	608-561-6031
Associate Principal	608-561-6038
Main Office	608-561-6033

Elementary Schools

Community Elem School	608-561-6010
Primary Principal	608-561-6012
Intermediate/Yahara Principal	608-561-6011
Associate Principal	608-561-6010 ext. 11294
Yahara Elementary School	608-561-6040

Four-Year-Old Kindergarten Centers

Central Lutheran	608-884-9418
Edgerton Children's Center	608-884-6393
Community Elem School	608-561-6010

School Hours

High School & Middle School	7:45 am - 3:00 pm
Community Elementary	8:05 am - 3:05 pm
Yahara Valley Elementary	8:18 am - 3:18 pm
Four-Year-Old Kindergarten AM	7:45 am - 11:00 am
Four-Year-Old Kindergarten PM	11:45 am - 3:00 pm

Early Release Hours

7:45 am - 11:39 am
8:05 am - 11:45 am
8:18 am - 11:45 am

Find the Edgerton School District Online

The Edgerton School District uses several websites to keep its students, parents/guardians, staff and community members informed. Check out the following for more information:
www.edgerton.k12.wi.us — Main website for the school district, which includes staff directories, school calendars, lunch menus, staff bios, staff website links, information about our curriculum and co-curricular program offerings, resources and plenty more.
School Websites — Websites for each of the district's schools and the Edgerton Performing Arts Center can be found in the drop-down menu at the top right of the main district website.
www.facebook.com/EdgertonSchoolDistrict — Provides regular updates about important things going on in our school district.
www.instagram.com/EdgertonSchoolDistrict - Follow us on Instagram.

General Information

Classroom Visits

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

Clothing for Seasonal Weather

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

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

Crisis Codes

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

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

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

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

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

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

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

Tornado Safety Procedures: If a tornado warning is issued in our area, staff will be alerted inside and outside the building. All students and staff will immediately go to assigned safe shelter areas. If a warning is issued close to the end of the school day, staff will not dismiss students until the "all clear" is given. This also means that buses will not run until the "all clear" is given. If parents/guardians choose

to pick up their student(s) from school, they will need to sign them out in the main office. However, the staff will keep all students in their safe areas until either a staff member comes to get them or the “all clear” is given by the District Administrator.

Electronic Devices/Cell Phones

At the elementary and middle schools, electronic devices are permitted in the building, **however cell phones must be stored in the student’s locker during school hours**. At the High School, electronic devices are permitted in the building, however cell phones must be stored in the student's locker or in the provided pouches in each classroom and turned off. High School students are allowed to use their cell phones during passing times, 8-minute break, and lunch periods. **Cell phones and electronic devices may not be taken into locker rooms or bathrooms**. Students may use electronic devices for learning during the school day when directed by a staff member as authorized by the principal. Students violating this policy shall be disciplined in accordance with established procedures.

Co-Curricular Activities

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

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

Dances & Fun Nights

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

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

Fees and Fines

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

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

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

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

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

Field Trips

(Board of Education Policy 2340)
Planned field trips away from the district premises must be done under the supervision of a professional staff member. Students on all district-sponsored trips are subject to the district's administrative guidelines. Student behavior while on all field trips must comply with the Student Code of Conduct. The parent/guardian permission slip is signed as part of the online registration process. Students may be charged fees for district-sponsored trips, but no student shall be denied participation for financial inability. Non-participation will not result in an academic penalty.

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

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

Food in Classrooms

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

Food Service and Lunch Account Balances

(Board of Education Policy 8500)
Nutritional and well-balanced breakfasts and lunches are served at all schools each day. Information concerning the menus for these meals is printed in the monthly newsletter and on the district's website, www.edgerton.k12.wi.us/menus. The district has a policy for students unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. For more information or an application, please visit the district web site (https://www.edgerton.k12.wi.us/fram) or contact the school office for a paper application. Applications for free and reduced meals are accepted throughout the school year. If a household member becomes unemployed or if the household size changes, parents/guardians may wish to (re)apply.

Student meals are a parent(s)/guardian(s) responsibility. Money for the breakfast and lunch programs is handled through a computerized debit system. Lunch deposits may be made online through the Infinite Campus portal or cash/check may be brought to the elementary & middle school offices or to the high school kitchen for deposit. Meal money is deposited in student accounts and used as needed. Parents/guardians are expected to keep a positive balance in meal accounts at all times. In the event of graduation or withdrawal, positive lunch balances shall be refunded to parents/guardians upon request. Students may also bring sack lunches from home. Milk is available for separate purchase. All meals are expected to be eaten in the cafeteria with trays and utensils returned to the designated area after eating.

Human Growth and Development

Board of Education Policy 2414
Guidelines and Forms

Infinite Campus

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

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

Lockers

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

1. Students should leave all valuables at home, but if they choose to bring them to school, valuables should be left in their secure locker.
2. Backpacks are to remain in lockers and cannot be carried to class.
3. Students are responsible for the cleanliness of their lockers. If a locker is not working properly, contact the main office or a custodian. Students who cause any damage to their locker are subject to a fine determined by administration.
4. Nothing permanent (including stickers) should be affixed to a locker. Inappropriate words, pictures or symbols in a locker including the display of any drug, alcohol, tobacco or vulgar language are strictly prohibited.
5. All lockers should be secured with a school-issued padlock.
6. The school does not accept responsibility for the loss of personal items. The security of lockers is the responsibility of the student. Make sure lockers are locked. Report the loss of valuable items to a teacher or the main office immediately.

Parent/Guardian Communications

School personnel will communicate with parents/guardians through newsletters, e-mail, notes, or telephone calls as the need arises. This may include the Infinite Campus telephone system or Thrillshare, both of which are capable of sending “bulk” messages to groups of parents/guardians. Parent/guardian phone numbers and e-mail addresses are collected at registration. Parents/guardians are encouraged to contact their student’s teacher or principal with any questions regarding school.

Automated Notification System

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

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

- Caller ID will display one of our school’s main numbers when a general announcement is made.
- The system will leave a message on an answering machine or voicemail.
- The system will notify the District of any phone numbers that are found not to be in service and the number of times each number was attempted. Please make sure that you keep your student’s school main office informed in a timely manner of any phone number changes.

Parent/Guardian Messages to Students

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

Parent/Guardian Conferences

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

Parent/Guardian Right to Inspect Surveys

Parents/guardians have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent/guardian will have access to the instrument within a reasonable period of time after the request is received by the building principal.

Registration and Enrollment

Students that are new to the Edgerton School District are required to enroll with their parent/guardian unless eighteen (18) years of age. When enrolling, the parent/guardian will need to bring:
A. birth certificate or similar document;
B. custody papers from a court (if appropriate);
C. proof of residency; and
D. proof of immunizations and/or an appropriate waiver

Students must be five years old on or before September 1 to be eligible for enrollment into our five-year-old kindergarten program. Early admission policy information for 5K can be requested from the building principal. Parents/guardians must apply for early admission for their child by May 15.

Students enrolling from another accredited school will have their courses and grades evaluated by the counseling department. The office staff will assist in obtaining the official records from the other school.

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

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

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

Religion in the Curriculum

Parents/guardians and students shall be provided annual notice regarding the contents of this policy.

Religious Beliefs

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

Report Cards

Report cards are available electronically. Questions about student grades, including making up incomplete work, should be directed to the student's teacher.

Review of Instructional Materials

Parents/guardians have the right to review any instructional materials related to curriculum. Any parent/guardian who wishes to review instructional materials should contact a principal to make the appropriate arrangements. Parents/guardians rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Scheduling and Placement

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

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

School Closing or Delay Due to Inclement Weather

When inclement weather is in the forecast, the school district relies upon various resources to make decisions to (1) remain open, (2) delay the start of school, or (3) close schools.

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

1. Information from Go Riteway representatives regarding their recommendations based on road conditions.
2. Buses running routes at a slower pace have an impact on the length of time students may be waiting at bus stops, especially younger students. Parents driving their children to school in poor driving conditions and high school age students with little driving experience being on the roads.
3. Conversation with our maintenance/custodial team to ensure the parking lots can be plowed and sidewalks cleared in a timely manner to ensure they are safe for use.
4. Wind strength impacting the blowing and drifting of snow and/or wind chill temperatures. School will automatically be closed if an extreme cold warning has been issued by the National Weather Service (-30 or colder). If a cold weather advisory has been issued (-20 or colder) consideration for closing or delaying school will be given, but not guaranteed.
5. Number of inches of projected snowfall.

Any one or a combination of the above may warrant closing schools. What may appear to be a simple decision, the process truly includes many variables for consideration. The safety of our students and staff is the school district's top priority so we must balance typical winter weather conditions and those that are more extreme. Yet, I also realize that school delays and cancellations can impact childcare and parents' work situations. Because of this:

- I will do my best to inform parents and staff the night prior to a cancellation or delay if we have enough information to make that decision before 9pm.
- If a decision is made in the morning, parents and staff will be notified through email, text, and the website banner before 6am.

- The district has the option to send students home early, however, I am fully aware of the stress that places on parents between childcare and work. I will only use that option if road conditions will be hazardous later in the day (at the time of dismissal).

As a parent/guardian, if at any point you do not feel comfortable sending your child to school as a result of inclement weather, please do not hesitate to make a decision to keep them home.

Delay/Cancelation Notifications:

1. The District also utilizes a phone messaging system that will call the phone number(s) schools have on file for each student.
2. The District will share delay/cancellation information with the following area media outlets:
   - Channel 3
   - Channel 15
   - Channel 27
   - WKCH/FM 106.5
   - WFAW/AM 940
   - WCLO AM 1230/FM 92.7/FM 99.9
   - WSLD/FM 104.5

   Additionally, you can log-on to the following media websites:

   - www.channel3000.com
   - www.wmtv15news.com
   - www.wkow.com

Additional School Closure Considerations:

1. Over 50% of Edgerton's students are transported on any given day. If buses can't run and/or drivers aren't available, all schools will be closed.
2. Absence due to an inoperable bus route is excusable and tardiness because of a late bus run is an excusable absence.
3. 4K Specific Outcomes:
   - Given weather impacts and timing, we may operate all schools except AM and PM sessions of four-year-old kindergarten.
   - In the event of a late start, both AM and PM sessions of four-year-old kindergarten will be canceled.
4. The district has the option to send students home early, however, I am fully aware of the stress that places on parents between childcare and work. I will only use that option if road conditions will be hazardous later in the day (at the time of dismissal). A decision to dismiss school early because of inclement weather must be made as swiftly as possible. This allows time to locate bus drivers and to air announcements so younger children aren't dropped off at unsupervised residences. If a decision can't be made before noon, it is of little or no value to dismiss school early.
5. In some instances, school may be dismissed 15 minutes early so drivers needing to travel more slowly can maintain approximately the same schedule. This will not be announced on TV, radio, or websites.

School Supplies

Parents/guardians are responsible for providing basic school supplies for their student(s). A list of required supplies can be obtained at each school main office or 4K center. 5K - 8th grade supply lists can be found online at each school website by following this link: https://www.edgerton.k12.wi.us/backtoschool. School supplies are available at each school for students in need.

For the high school, students should bring notebooks, folders, writing utensils, and any supplies they prefer for their own personal organization. High school students will be informed if there are any other required supplies in each class.

Student Records

(Board of Education Policy 8330)
In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. See board policy 8330 for complete information.

Student Use of School Telephones

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

Student Valuables

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

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

Visitors

All school doors will remain locked during school hours. All visitors will enter and exit through the main entrance during school hours.

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

programs and persons attending scheduled functions, trades people, and other individuals who visit the school when the main office is closed.

Volunteers

A form for background checks is available on the school district website or in any of the school offices. Volunteers must be approved before participating.

Attendance

Absences and Attendance Policies

(Board of Education Policy 5200 - Student Attendance)
Parents/Guardians should notify the school as soon as possible about any future absences their child may have. If a parent/guardian is unable to provide prior notification when their student is to be absent for a day or a known number of days, they are asked to call the student's school before 8:15 a.m. on the day that their student is to be absent and give the reason for the absence. Please report the student's name, grade, teacher and reason for the absence with main office staff or on the main office or attendance office voicemail if the main office is not open. The HS now has an email option as well, @ehsattendance@edgerton.k12.wi.us. Yahara Valley Elementary and Community Elementary schools will mark a student absent for a half day if the student arrives 30 minutes after the start of the school day.

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

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

Absences that do NOT count against the allowable 10 day Parent/Guardian excused absences:

- Medical and other appointments that have documentation that has been given to the school
- Religious holidays
- Suspensions/expulsions
- School Functions
- Legal Proceedings
- College Visits
- Obtaining religious instruction
- Program or Curriculum Modifications
- High school equivalency programs
- Child at Risk

- Election Day official
- Virtual Access
- Other excused absences as determined by the School Attendance Officer, including but not limited to: Illness of Immediate family member, emergency, etc.

Clarification on Student Illness

If your student is sick, it is important for them to remain home and adhere to the District's guidelines regarding illness. Parents should let the school know if their student is sick for attendance and academic planning purposes. If you obtain written documentation that the student was seen by the doctor, then these will not count toward the 10 day parent excused absences.

After-School Activities and Evening Performances

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

Leaving During the School Day

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

Student Health

Confidential Health List

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

Dietary Restrictions

Parents/guardians of students who have special dietary restrictions (food allergies, etc.) should report all concerns to the district nurse, 608-561-6061 ext. 11160. Information may be shared with district food service personnel. If your student requires a special diet, the dietary restrictions must be provided by a physician.

Head Lice/Nits Policy

If a student is found to have head lice, the student and any other students living in the household will be sent home. Information regarding procedures and policies will be sent home with the student. The student(s) will be readmitted to school upon treatment at home, providing written proof of treatment,

and changing of clothes. The student's and any other students living in the household hair will be inspected upon return to school to assure the absence of head lice and reduced nits.

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

Health Services

The district nurse coordinates and directs the district administrative policies governing medication administration, immunization compliance, communicable disease control, screening services, emergency nursing services, and health room procedures. All student health information is kept confidential in the student health files in the health office. You may contact the nurse at 608-561-6061 x11160.

Injury and Illness

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

Insurance

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

Medication

(Board of Education Policy 5330)
If over the counter or prescription medication is taken at school, a form must be filled out. This form is available on the school district website Medication Consent Forms or in any of the school health offices.

Wellness/Nutrition

(Board of Education Policy 8510)

When to Keep Your Student Home

One of the problems most often confronting parents/guardians of school-age students occurs when a student complains of not feeling well on a school day. A decision must be made as to whether the student stays home or goes to school. The information below has been designed to provide guidelines to be followed until your doctor can be contacted for an opinion. If parents/guardians send their student to school, please understand that the student will not be permitted to stay inside during recesses unless

a doctor's excuse is provided for that purpose. In addition, a doctor's excuse is required for a student to not have to participate in physical education classes.

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

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

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

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

Student Transportation

School Bus Safety Rules

Rules

Transportation

(Board of Education Policy 8600)

Special Services

Individuals with Disabilities and/or Limited English Proficiency

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.
A student can access Special Education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More importantly, the school encourages parents/guardians to be active participants. To inquire about Special Education programs and services, contact the Director of Pupil Services at 608-561-6091.

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

Section 504

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

Special Student Services

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

Student Conduct

Bullying/Harassment/Hazing

(Bullying - Board of Education Policy 5517.01)
(Harassment - Board of Education Policy 5517)
(Hazing - Board of Education Policy 5516)

Our school district is committed to providing a safe, respectful, and inclusive learning environment for all students. We believe that every student has the right to attend school without fear of harassment or bullying. To ensure this, we have adopted the following guidelines:

1. **Definition** of Harassment and Bullying
Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power.

Harassment means any threatening, insulting, or dehumanizing gesture, via use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student’s Protected Class that:
A. places a student in reasonable fear of harm to their person or damage to their property;
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; and/or
C. has the effect of substantially disrupting the orderly operation of a school.

“Harassment” also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

2. Bullying and Harassment will not be Tolerated
Any form of harassment or bullying, whether in person or through electronic means will not be tolerated. This includes, but is not limited to:
- Verbal abuse (name-calling, teasing, or threats)

- Physical aggression (hitting, pushing, or other forms of violence)
- Social exclusion or spreading rumors
- Cyberbullying (online threats, harassment, or sharing harmful content)
- Slurs and/or derogatory comments based on protected characteristic(s)

3. Reporting Harassment and Bullying
Students who experience or witness harassment or bullying are strongly encouraged to report the incident to a staff member, counselor, or school administrator. Reports can also be made anonymously via our anonymous alert located on the district website. All reports will be taken seriously and investigated promptly.

4. Consequences
Students found to have engaged in harassment or bullying will face disciplinary actions, which may include:
- Parent/guardian notification
- Detention or suspension
- Referral to counseling or educational programs
- Co-curricular consequences (e.g. - missed games, loss of privileges, etc)
- Exemption from leadership recognition and roles within the school community
- In severe and/or repeated cases: expulsion, legal action, referral to the School Resource Officer and/or implementation of Edgerton City Bullying Ordinance

5. Support for Victims
Our school district is dedicated to supporting students who have been affected by harassment or bullying. Victims will have access to counseling services and any other necessary resources, including supportive measures, to ensure their well-being and academic success.

6. Promoting Respectful Behavior
All students are expected to treat their peers, teachers, and staff members with respect at all times. We encourage students to be allies, stand up against bullying/harassment, and foster a culture of kindness and inclusion.

We are committed to ensuring that our schools are places where every student feels safe, valued, and respected.

Code of Classroom Conduct

(Board of Education Policy 5500)

Dress Code

(School Board Policy 5511)
The District Dress Code policy applies to all students in the Edgerton School District. While students are expected to dress appropriately for school and school sponsored events (there may be special events/occasions, i.e., dress up days, homecoming, sporting events, etc. which are exceptions), the School Board recognizes that each student's mode of dress is a manifestation of personal style and individual preference. The responsibility for the dress of a student rests primarily with the student and

their parent/guardian. The District administration reserves the right to ask students to remedy clothing that has been deemed inappropriate and to address violations of this code in any school-related setting.

Allowable Dress

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

Non-Allowable Dress

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

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

Drug Abuse Prevention/AODTA

(School Board Policy 5530)

Student Assistance Program

The District recognizes that students often need education and assistance because a person significant to them is afflicted with chemical dependency or because they require support in their own decisions not to use or abuse alcohol or mood altering drugs. Since chemical dependency is frequently preceded by the abuse of substances, the school system wishes to provide education and assistance to any student displaying the signs of such harmful involvement.

The District also recognizes that chemical use may evolve into chemical dependency, which is a serious illness. This can be successfully treated if identified early, if appropriate referral to community agencies is made and if adequate support is afforded those who are in the process of recovery. Thus, the District has established a program to provide education, assistance and support for students affected by chemical dependency or other substance abuse related problems, along the following guidelines:

I. It should be understood by parents/guardians, students and staff that school officials will vigorously enforce all school rules and regulations and state and federal laws.

II. The main responsibility for operating the program will be with each building principal or a designee who will interpret the District's policy to students, staff, parents/guardians, community members and the building contact person. They will then assess the nature and scope of substance problems in students referred and make recommendations for the appropriate form of assistance.

III. An essential feature of the program is that students, with their families, are encouraged to contact staff persons, the building principal or building contact person regarding problems with alcohol, and/or mood altering drugs with the assurance that such contacts will be handled confidentially.

IV. Students may be referred to the building contact person by school staff, other students, parents/guardians or community agencies (i.e. clergy, law enforcement, etc.).

V. When a referral is made, the building contact person may contact other staff members in an attempt to assess the nature and scope of the student's problems and may consult directly with the student.

VI. On the basis of the screening, the resource person may recommend one or more of the following courses of action:

   A. No reason for immediate concern; no chemical problem.
   B. Continued one-to-one involvement with the building contact person, school counselor and/or group involvement.
   C. Referral for outside assessment.
   D. Inpatient treatment (with intervention).
   E. Outpatient treatment (with intervention).
   F. Involvement in AA, Al-Anon, Alateen and/or Narcotics Anonymous, etc.

VII. At all times, it is the prerogative of the student and their family to accept referral to the building contact person or to outside assistance or to reject it unless the referral was made through violation of the District's alcohol and/or other drug abuse policy. Regardless of whether a student accepts or rejects assistance, it still remains their responsibility to maintain satisfactory levels of performance and conduct or face such legitimate disciplinary action as may be warranted by the District's alcohol and/or other drug abuse policy.

VIII. In cases of self-referral, the situation will be regarded as it would for any illness with respect to benefits and privileges. So long as a student is involved with the program and is making satisfactory progress, there is no reason why they may not remain in school.

IX. No records of a student's participation in the program will become a part of the student's permanent record. A student's participation in the program, including conversations they may have with staff members or the building contact person, will be held strictly confidential as required by federal confidentiality regulations and Wisconsin State Statute §118.125.

X. The awareness and support of parents/guardians for a student affected by alcohol and/or other drug abuse and/or chemical dependency is necessary. However, where either students and/or parents/guardians do not wish to cooperate in making needed assistance available, the student's status in school may have to be reevaluated taking into account the best interests of the student, the nature of the problem and the health, safety, welfare, educational opportunity and rights of other students and staff.

XI. It shall be the responsibility of each building administrator or a designee to develop procedures

consistent with this policy and to provide the necessary orientation and training staff persons.

Procedure

AODTA Flowchart Link

I. Possession and/or Use of Tobacco/ Nicotine Vape Products
   A. The student may be suspended from school for one to three days.
   B. Multiple violations will result in three to five days of suspension. Police may also be notified and/or citations issued.

II. Suspected use, consumption, possession and/or sale of mood altering drugs, synthetic drugs, “look-alike” drugs, alcoholic beverages, inhalants, THC vape products, and/or drug paraphernalia.
   A. The student shall be referred to the building principal/designee.
   B. The administrator will perform the initial investigation of each issue. This may include assessment of signs or symptoms of alcohol and/or drug use. For example, if a student is suspected of being under the influence of alcohol, the student may be asked to exhale in front of an administrator so the administrator may make a determination whether a police officer should be called. Other assessment techniques may also be used (i.e. Passive Alcohol Sensor).
   C. When applicable, the principal should communicate all available information promptly to the police and offer full cooperation of the administration and faculty in a police investigation. In addition, an attempt should be made to contact the student’s parent/guardian and inform them of the situation and that the police will be involved in the investigation.
   D. When all pertinent components of the investigation are completed (i.e. school investigation, police investigation and/or urine screen), the building administrator, with approval from the district administrator, should recommend final disciplinary action. This may include, but not be limited to, suspension, expulsion or sanctions in accordance with Wisconsin State Statutes.
   E. Students are subject to immediate suspension or expulsion pending the outcome of the investigation of circumstances.
   F. The suspension or expulsion allows for hearing and review in the same manner as suspension or expulsion for any other reason.
   G. Discipline will be imposed independently of court action.

III. Automatic recommendation for expulsion
   A. Under the influence of and/or has in their possession drugs and/or synthetic drugs that carry harsher consequences than marijuana in the legal system (i.e. cocaine, heroin, LSD, etc.).
   B. Sale of drugs, “look-alike” drugs, and/or synthetic drugs.
   C. If a student is a repeat offender with possession and/or usage of mood altering drugs, synthetic drugs, “look-alike” drugs, alcoholic beverages, inhalants and/or drug paraphernalia.

IV. Possession of drugs, synthetic drugs,”look-alike” drugs, inhalants, alcohol, and/or drug paraphernalia
   A. The administrator will contact a police officer to assist with the investigation and to issue appropriate citations.
   B. Suspension for not less than five days with the principal’s discretion of whether or not to recommend expulsion for a first time offense.

V. If a student is suspected to be under the influence of mood altering drugs, synthetic drugs, “look-alike” drugs, alcoholic beverages, and/or inhalants.
   A. If the referred student admits involvement:
      1. The student will be suspended from school for one to five days.
      2. The student shall be required to arrange for an assessment by a state licensed alcohol and/or other drug treatment provider.
      3. An appointment for this assessment must be made within five days or the student may be suspended for additional days.
      4. Follow the recommendations of the assessment provider as a condition of continuing in school, pending the outcome of administrative review, Board review and/or hearing.
      5. Failure to complete assessment or follow the assessment recommendation will result in a further suspension and may result in a recommendation for expulsion.
   B. If the student denies involvement:
      1. They shall be asked to submit to a drug recognition expert evaluation, a preliminary breath test and/or urine sample, which shall be tested for alcohol and/or mood altering chemicals at a facility to be provided for by the District.
      2. If the evaluation or screen is negative, no further action (for use) is necessary. If, however, the student is involved with sale and/or possession, they must still adhere to the disciplinary actions detailed above.
      3. If the evaluation or screen is positive
         a) The student shall be required to submit to an assessment program by a state licensed alcohol and/or other drug treatment provider.
         b) The student shall be suspended for three to five days and must arrange for an assessment within five days and begin to follow its recommendations as a condition of continuing in school, pending the outcome of administrative review, Board review and/or hearing.
      4. Any student identified and referred for possible alcohol and/or other drug use who denies involvement and refuses to submit to a drug recognition expert evaluation, a preliminary breath test and/or urine sample testing:
         a) Shall be suspended for five days and up to 15 days if expulsion is sought.
         b) This will count as a drug and/or alcohol violation under school policy
         c) As per policy, they will be required within five days to obtain an assessment and begin to follow the provider’s recommendations. As part of said assessment, the student shall be required to submit to a urine screen.
         d) In the event the student does not schedule the required assessment within the five day period, the District may continue to suspend the student pending a Board hearing for consideration for expulsion.

VI. Assessments referred to above
   A. Shall be broad-based assessments and shall include the history of alcohol and/or other drug use, psychological history and an attempt to determine by specific diagnostic criteria the level of the student’s involvement with alcohol and/or other drug use and/or abuse.

B. The arrangements for and payment of the assessment shall be the responsibility of the student and/or their parent/guardian.
C. The assessment provider shall make recommendations, which shall be sent to the school and those recommendations shall be followed as a condition of the student's continuing participation after the initial suspension in school and school events, pending the outcome of administrative review, Board review and/or hearing for expulsion or other consequence.
D. It is understood that on the basis of this assessment by the person employed at the state licensed alcohol and/or other drug treatment provider, one or more of the following courses of action listed under the student assistance program may be recommended.
E. These recommendations shall be sent to the building principal of the District and the student shall follow the recommendations of the treatment provider. The building principal and the District shall be authorized by the student's parents/guardians to receive information about the recommendations made by the treatment provider and shall additionally be authorized to monitor the student's participation in the treatment program and the student's observance of the treatment program mandate. Failure to follow the treatment program and its mandates is a violation of school rules, which shall subject the student to Board discipline as provided above.

VII. Prescription medications are exceptions to this policy when used by the individual for whom they were prescribed and in the manner and amount prescribed.

VIII. A student is required to obey the same laws on school grounds and off. School authorities have the same responsibility as every other citizen to report violations of the law. The final disposition of any problem; however, will be determined by the building principal with due consideration for the welfare of the student and any other relevant factors involved.

IX. A record of a student's involvement with the alcohol and/or other drug policy as well as any sanctions employed as a result of a violation to this policy will become a part of the student's behavioral record.

Gangs

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

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

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

This includes:

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

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

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

Littering

Any form of littering is not allowed on school grounds.

Loitering on School Grounds

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

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

Possession or Use of Weapons

(Board of Education Policy 5772)
Pepper Spray - Students are prohibited from possessing pepper spray on school property, including but limited to lockers and vehicles on school property, unless the student's parent(s)/guardian(s) requests permission in writing with the school principal, and after discussion with the parent(s)/guardian(s) the school principal provides written consent for such possession.

Public Displays of Affection

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

Student Rights and Responsibilities

(Board of Education Policy 5780)

Suspension and Expulsion

(Board of Education Policy 5610)

Technology Use

(Board of Education Policy 7540.03)

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

Expectations

Be Safe

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

Be Respectful

- Respect and protect your privacy and the privacy of others.
    - Use only your assigned accounts.
    - Protect personal information, such as full name, address, phone number, etc., on public websites.
    - Represent yourself truthfully.
- Respect and protect the integrity, availability, and security of all electronic resources.
    - Observe all network security practices.
    - Conserve, protect, and share these resources with other students and internet users.
    - Treat digital technologies with care; Report any damages, security risks or violations to a teacher or administrator.
- Respect and protect the copyrighted/intellectual property of others.
    - Cite all sources appropriately.
    - Follow all copyright laws.
- Respect and practice the principles of community.
    - Communicate only in ways that are kind, responsible, respectful, safe and lawful.
    - Obtain permission before taking/using photos, videos or images of other people.
    - Use only school-appropriate web content, language, images and videos.

Be Responsible

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

Vandalism

(Board of Education Policy 5513)

Video Surveillance

(Board of Education Policy 7440.01)

APPENDIX A: Edgerton High School

Adding/Dropping Classes

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

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

Students may not change a course for these reasons:

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

Exceptions Policy

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

Admission to School Events/Activities

All athletic passes are available for purchase on https://gofan.co/app/school/WI19183. The adult pass, available for $30.00, admits the purchaser to most home athletic events with the exception of WIAA Regional/Sectional/State games. The pass is good only for the original purchaser and is not transferable. A family pass is available for $90.00 at the same link admits two adults and two school-aged students (HS students get into athletic events for free) from the same family. The prices for most athletic event tickets at the door are: 4K - Grade 8 & Visiting Students - $2.00, EHS Students - free with student ID, Adults - $5.00. Any questions regarding online ticketing can be directed to Justin Fowlkes or Andrea Klubertanz.

Alternative Program

(Board of Education Policy 5461)

Athletics

A student may participate in two sports per season. If a student is requesting to participate in more than one sport in a season, the student must complete a dual sports form prior to competing in any type competition for that particular season (Rock Valley Conference rule).

Many training policies are essential to the success of our athletic program, as well as overall desire, spirit and morale. Before the season begins in each sport, the coach will give the participant training rules that must be followed as long as they are a member of the team. Payment, online registration and submission of a WIAA Physical must be completed before practice begins for each sport. If you have any questions or need assistance with sports registration, please contact Andrea Klubertanz or Justin Fowlkes.

Cheating

A student caught cheating will be given a grade of IE (Incomplete Evidence) on the assignment. This grade will be averaged with the other grades. There will be no opportunity to make up the work. After being given due process, further cheating on any assignment, quiz or test in the class will result in an ”F” for the semester.

Class Rank

(Board of Education Policy 5430)

Class Schedules

Monday through Friday Schedule

1st Hour	7:45 - 8:34
2nd Hour	8:38 - 9:22
3rd Hour	9:30 - 10:14
4th Hour	10:18 - 11:02
5th A	11:06 - 11:50
Lunch	11:50 - 12:21
Lunch	11:02 - 11:33
5th B	11:33 - 12:17
6th Hour	12:21 - 1:05
7th Hour	1:09 - 1:53
8th Hour	1:57 - 2:41
Homebase	2:45 - 3:00

Early Release Schedule

1st Hour	7:45 - 8:12
2nd Hour	8:16 - 8:40
3rd Hour	8:44 - 9:09
4th Hour	9:13 - 9:36
5th Hour	9:44 - 10:08
6th Hour	10:12 - 10:36
7th Hour	10:40 - 11:04
8th Hour	11:08 - 11:32

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

Detentions

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

Early College Credit and Start College Now

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

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

Co-curricular Participation

Any student participating in after school activities must attend all regularly scheduled classes on the day of the activity. Students classified as habitually truant will not be allowed to participate in co-curricular activities. Exceptions will be considered only if the absence has been previously excused. A student may not participate in co-curricular activities with an unexcused or an absence that was not previously cleared with the Athletic Director and attendance support personnel.

Final Reassessments

Final reassessments will be conducted at the end of each semester. If any of the final days is a snow day, the exam schedule will continue on the next scheduled school day. Teachers have the discretion to determine the weight of the exam/evaluation.

Final Assessment Schedule

Day One

1st Hour	7:55 - 9:25
2nd Hour	9:40 - 11:10
Lunch	11:10 - 11:45
3rd Hour	11:45 - 1:15
Make Up	1:30 - 3:00

Day Two

4th Hour	7:55 - 9:25
5th Hour	9:40 - 11:10
Lunch	11:10 - 11:45
6th Hour	11:45 - 1:15
Make Up	1:30 - 3:00

Day Three

7th Hour	7:55 - 9:25
8th Hour	9:00 - 11:25

Full/Part-time Student

A full-time student is required to take a minimum of six courses or meet the expectations of their educational programming, as determined by administration. To participate in athletics or other co-curricular activities, a student must have full-time status.

Grading and Credits

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

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

Students are allowed to repeat failed courses or participate in summer school for credit recovery. One math and one science credit may be earned through equivalency courses.

Graduation/Granting of a Diploma

Credit Requirements

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

Classes of 2026 and 2027

English	4 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits
Physical Education	1.5 credits
Healthy Living	1 credit
Electives	8.5 credits
Total	**24 credits**

Class of 2028

English	4 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits
Physical Education	1.5 credits
Personal Finance	.5 credits
Healthy Living	1 credit
Electives	8 credits
Total	**24 credits**

Class of 2029 and beyond

English	4 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits

Physical Education	1.5 credits
Personal Finance	.5 credits
Freshman Seminar	.5 credits
Healthy Living	.5 credit
Electives	8 credits
Total	**24 credits**

It should be understood that the student is responsible for their status toward graduation at any time. A senior with a credit deficiency at risk of not graduating will meet with their counselor to discuss a plan to meet requirements.

Ceremony

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

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

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

- The student is a good representative of the class.
- The student has a meaningful and appropriate message.
- The student is capable of speaking to a large group of people.

Civics Assessment

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

Early Graduation

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

Physical Education Exemption:

(Board of Education Policy 5460)

Hallways

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

Honors

Honor Roll

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

1. Be enrolled full-time
2. Have no incomplete ("I") grades for the current semester at the time the honor roll is completed.

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

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

Academic Awards

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

3 points	High Honors
2 points	Honors
1 point	Honorable Mention

Awards are issued as follows:

Letter = 3 points
Bronze Star = 6 points
Silver Star = 9 points
Gold Star = 12 points
Red Star = 15 points
Gold Academic Star = 18 points
Lamp of Knowledge = 21 points

Activity Letters

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

Honor Cords

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

1. Academic Honors
   Students earning academic honors will wear gold honor cords at the graduation ceremony. To earn academic honors a student must:
   a. Have a cumulative GPA of at least 3.5.
   b. The above will be based on seven (7) semesters.
2. Fine Arts Honors
   Students earning fine arts honors will wear blue honor cords at the graduation ceremony. To earn fine arts honors a student must:
   a. Have at least a 3.75 GPA in band, choir or art.
   b. Have a cumulative GPA of at least 2.5.
   c. Have completed a minimum of 3.5 credits in art (art courses in the 8th semester will be

considered) **OR** have completed a minimum of 3.5 credits of band or choir and enrolled in the 8th semester of band or choir.

3. Career and Technical Education (CTE) Honors
   Students earning CTE honors will wear black honor cords at the graduation ceremony. To earn CTE honors a student must:
   a. Have at least a 3.5 GPA in agriculture, business marketing education, computer science, family and consumer education and/or technology education courses.
   b. Have a cumulative GPA of at least 2.5.
   c. Have completed a minimum of three credits in the CTE areas. Courses In the 8th semester will be considered.
   d. The above will be based on (7) semesters.
   e. Only online courses that are not offered face-to-face at Edgerton High School may be counted in the minimum credits required.
   f. Credits earned through the Start College Now and Early College Credit Program in the CTE areas will count.

Distinguished Service Graduate

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

1. Two hundred volunteer hours must be recorded.
2. Only actual hours of service may be recorded. Travel time, required meetings and miscellaneous time may not be recorded.
3. Students have a supervising (non-parent/guardian) adult verify all hours before they will be recorded.
4. Students have several ways to submit their hours:
   - Have the supervisor (needs a Google account) fill out this form: Distinguished Service Graduate Verification Form
   - Have supervisor email Mrs. Tate at lisa.tate@edgerton.k12.wi.us
   - Fill out a paper time sheet that is available in the Counseling Office.
5. It is recommended that the student turn in hours on a monthly basis, and it is strongly encouraged to do so at least once a year.
6. All hours are due by the last day of 1st semester of the senior year.
7. A reflection sheet must be filled out upon completion of all hours.

National Honor Society

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

Scholarship:	3.5 GPA
Leadership:	3 letters of recommendation
Service:	Four activities per year of high school
Character:	By vote of the EHS faculty

More details about the purpose of the National Honor Society and the selection process can be found at https://www.edgerton.k12.wi.us/o/ehs/page/national-honor-society.

Open Period

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

Pre-Arranged Absences

Pre-Arranged Absence Form EHS

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

Promotion Policy

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

Sign Out Procedure

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

Senior Class Trip Information

(Board of Education Policy 2340.01)

Sportsmanship

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

Tardiness

Students who are tardy by more than five minutes without an acceptable excuse will be marked absent and assigned one detention. This does not preclude assigning detentions or other consequences for tardies of less than five minutes. The three-step discipline process may be utilized at administrative discretion.

Textbooks

Textbooks are loaned without cost and must be protected. Books that are lost or damaged will result in

a fine that is assessed by the teacher and paid at the end of the semester. For lost books, the fines are: Entire cost if new, 80% if one year old, 60% if two years old, and 50% if more than two years old.

Three-Step Discipline Process

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

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

APPENDIX B: Edgerton Middle School

Arrival and Departure

Walkers may enter through the back door by the Commons area or the front door of the Middle School and **shouldn't arrive before 7:10 a.m.** Bike racks are located on the sidewalk behind the school and by the front door. The school is not responsible for lost or stolen items, so students are expected to lock their bikes. Students will be in the Commons or gym area until 7:45 a.m.

Students are to be in the classroom when the 7:45 bell rings or they will be marked tardy.

Students need to be under the supervision of an adult after 3:05 p.m. and should leave school as soon as school or the activity in which they are involved in is over. Students are to wait for rides or buses in front of the school or in the Commons area.

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

Awards

Academic Achievement/Honor Roll

Academic achievement is recognized when students meet these requirements:

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

Daily Class Schedule

	M-F
1st Hour	7:45 - 8:33
2nd Hour	8:36 - 9:24
3rd Hour	9:27 - 10:15
6th Grade Lunch	10:15 - 10:45
6th Grade 4th Hr	10:48 - 11:36
6th Grade 5th Hr	11:39 - 12:27
7th Grade 4th Hr	10:18 - 11:06
7th Grade 5th Hr	11:09 - 11:57
7th Grade Lunch	11:57 - 12:27
8th Grade 4th Hr	10:18 - 11:06
8th Grade Lunch	11:06 - 11:36
8th Grade 5th Hr	11:39 - 12:27
6th Hour	12:30 - 1:18
7th Hour	1:21 - 2:09
8th Hour	2:12 - 3:00

Early Release:	
1st Hour	7:45 - 812
2nd Hour	8:15 - 8:41
3rd Hour	8:44 - 9:11
4th Hour	9:14 - 9:41
5th Hour	9:44 - 10:10
6th Hour	10:13 - 10:40
7th Hour	10:43 - 11:10
8th hour	11:13- 11:39

Distinguished Service Hours

The designation of "Distinguished Service Graduate" is awarded to high school students who have completed 200 hours of community service. Middle school students are able to start earning hours using the following criteria:

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

Co-curricular/School Activities

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

An athletic handbook governing conduct, eligibility, and requirements for participation in interscholastic sports will be provided to participants. Participants in interscholastic sports need a physical exam and must complete the co-curricular online registration.

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

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

Failure Notices

A failure notice will be sent as soon as teachers notice a potential problem. No term "F's" may be given unless a parent/guardian has been notified. This notice can happen at any time the student drops below a passing grade. (Example: If a student has a 62% but fails a final exam or fails to turn in a final project, a phone call to the parent/guardian would be sufficient notice.)
The three methods of notification are the following:

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

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

Library Media Center

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

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

Pre-Arranged Absences

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

Study Hall

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

Tardy Process

EMS staff continue to work with students on building positive habits and skills for success in learning and in life. One of these skills is being on time, both to school and to each class period during the day.

The Tardy Process will begin after a student has three tardies during a semester.

1. Once a student reaches three tardies, a conference will be held with the Associate Principal, Principal or teacher and the student to discuss that student's attendance. If the student continues to accumulate tardies, the process will advance to Step 2. This will go into Infinite Campus as a student conference.

2. If the tardies continue, an additional conference will be held with the Associate Principal or Principal and the student. The student will serve a lunch detention to make up for time lost. Parent contact will be made. If additional tardies are collected, the process will advance to Step 3.

3. If the tardies continue, there will be a meeting with the parents, student, teacher and admin.. The student will also begin receiving before or after school detentions for any additional tardy after this point.

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

Absences

Absence from school for any reason requires a call to the school at 561-6100. Please follow the voicemail prompts to report an absence.

Bus Transportation

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

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

Disciplinary Measures

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

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

Drop-Off Procedures for Students

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

At both Community Elementary Primary and Community Elementary Intermediate Schools, supervision begins at 7:30 a.m. When dropping off your students before school in the morning, please have them enter the building at the main entrance. Students should then proceed through the nearest hallway to the gym for breakfast or the back playground area.

At Yahara Valley Elementary School, supervision begins at 7:35 a.m. and students should proceed to the playground. Starting at 8:00 am students may enter the school for breakfast.

Early Entrance to Five-Year-Old Kindergarten

(Board of Education Policy 5112)

Student Placement

Homeroom groups are created each spring for the following school year. Prior to recommending student placements for the next school year, each homeroom teacher considers the following factors: academic achievement and performance levels, work habits, study behaviors, student learning styles, possible personality conflicts, and parent/guardian concerns. To ensure heterogeneous classrooms, students of varying abilities are placed in each homeroom at every grade level. Even though academic performance is considered when placing a student in a homeroom for the following school year, students will not be grouped for instruction solely by ability or achievement. The philosophy at the elementary level states that in order to achieve a classroom environment conducive to learning, flexible grouping should be incorporated.

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

Student Safety - Five-Year-Old Kindergarten

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

APPENDIX D: Four-Year-Old Kindergarten Program

Vision Statement

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

Guiding Principles

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

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

Nurturing Learning Environment

Based on How Children Learn Best

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

What Children Learn/Need

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

Parents/Guardians as Partners

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

- Four-Year-Old Kindergarten will provide educational opportunities to parents/guardians to support the socioemotional, academic, and physical growth of their children.

Teachers as Facilitators

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

Four-Year-Old Kindergarten Staff

Dr. Tad Wehner
District Administrator
608-561-6101

Holly Besting
4K Administrator
608-561-6012

Community Primary School
Amy Veek, Teacher
608-561-6010

Central Lutheran Preschool
608-884-9418
Emily Skeels, Director & Teacher

Edgerton Children's Center
608-884-6393
Cathe Engler, Director
Brittany Sayre, Teacher
Katelyn Haried, Teacher

Absences

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

- Central Lutheran 608-884-9418
- Edgerton Children's Center 608-884-6393
- Community Primary School 608-561-6010

Bus Transportation

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

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

Pick Up and Drop Off Times

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

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

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