

**EDGEWOOD
CAMPUS SCHOOL**



***EDGEWOOD CAMPUS SCHOOL,
INC.***

**Parent & Student Guidebook
2019- 2020**

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Accredited by the Wisconsin Religious Independent Schools Association (WRISA)
Sponsored by the Dominicans of Sinsinawa Congregation

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Introduction

Edgewood Campus School is a 4K through grade 8, private Catholic school, founded in 1881 by the Sinsinawa Dominican Sisters. Our school takes great pride in offering the best, and most long-standing, private education in the greater Madison area. Our graduates have positively impacted our community, our country, and the world for over 135 years!

We, and our founders, are committed to fostering relationships through partnerships among people of all faiths, nationalities, and cultural traditions while respecting and caring for the Earth. Our campus is situated on an inspiring, safe, and tree-covered campus that rests on the shores of peaceful Lake Wingra in Madison, Wisconsin. We share our 55 acres with our highly regarded sister schools, Edgewood High School and Edgewood College.

Our mission is to provide a well-rounded, high quality, college preparatory education for our students. Our days are grounded in the Sinsinawa Dominican Catholic educational values of truth, compassion, justice, community, and partnership. As your child grows in self-knowledge, self-awareness and self-esteem, these Dominican values guide them to respect and care for themselves, others, and our world.

At Edgewood Campus School, we believe that each child has the potential for amazing growth, and they are a precious gift entrusted to us. We believe that the partnership between our school and your family is key to your child's positive growth and development. Edgewood Campus School is the best choice for your child to discover and develop their greatest potential.

Overview

The heartbeat of our school is synchronized to the educational values of the Sinsinawa Dominican Sisters: truth, compassion, justice, community, and partnership. We challenge our students to reach their fullest potential as we nurture their desire to learn. We believe that all children are capable of greatness, and we strive to instill a lifelong love of learning and the foundation necessary to become caring, competent, and service-oriented individuals.

Mission Statement

In the Sinsinawa Dominican tradition, the Edgewood Campus School community guides a diverse student body toward becoming faith-filled global citizens who seek knowledge and truth.

Our Philosophy

As a Catholic School, we believe:

- in the life, teachings and divinity of Jesus Christ.
- that all aspects of the learning process are enriched by the integration of the values articulated by the gospel.
- in enabling each student to develop a personal relationship with God, a positive self-image, respect for others, and a concern for all creation.

- that the richness of our Sinsinawa Dominican heritage provides the foundation for lifelong learning.
- that each student is worthy of love and respect.
- that each student is unique and capable of learning, growing and achieving his/her potential.
- in a curriculum of excellence, which is student centered, value based, academically oriented and integrated with the cultural arts.
- that cooperation, respect and involvement are essential among parents, students and educators.
- that communication and interaction must be frequent, open, and supportive to foster optimum development.
- that being welcoming and open to parent involvement enriches the learning experience of our students.

Our Vision

An Edgewood Campus School student is a person who:

- prayerfully seeks a relationship with God
- lives the Sinsinawa Dominican educational values of community, compassion, justice, partnership and truth
- uses talents, time and resources to serve God and community
- demonstrates problem solving abilities, flexibility, and critical thinking skills with a strong work ethic
- is an enthusiastic and creative learner
- communicates through active listening and respectful speaking
- uses technology responsibly
- recognizes and respects diversity
- demonstrates responsibility for the environment, others and self
- is forgiving and can approach life with humor
- lives a healthy lifestyle and respects life and dignity for all people

Accreditation

Edgewood Campus School commits to educational excellence and substantially exceeds the standards set for accreditation by the Wisconsin Religious Independent Schools Association (WRISA) using the National Catholic School Standards. Edgewood Campus School was one of the first schools in the Diocese of Madison to comply with the standards and to receive accreditation.

Admission Guidelines

Edgewood Campus School respects the dignity of God's children. All children have a right to a quality education. In addition to the pursuit of academic excellence, an Edgewood education will begin to prepare children to live and work with others and to view all people with respect. To support this goal, the following considerations are made in accepting students at the Campus School:

- 1) Students are accepted without regard to race, color, or national or ethnic origins. Children of all faiths are welcomed and expected to share in the religious education program and liturgical celebrations at the school.
- 2) The following priorities will be considered in accepting students when there are more applications than places available:
 - a) Children already enrolled at Edgewood Campus School.
 - b) Children of families with students already enrolled.
 - c) Children of families with students in other Edgewood schools.
 - d) Children of families that have immediate members who have graduated from Edgewood schools.
 - e) Transfers from other Catholic schools that are merging or have closed.
 - f) All others will be considered according to the date of application.
- 3) The school may apply discretionary exceptions to these priorities in favor of fostering values of social justice and personal spiritual development.
- 4) In most cases, Wisconsin state guidelines for age will be followed in the admissions process.
- 5) An age-appropriate developmental and/or educational assessment by the principal and/or faculty may be given to students entering the school. This assessment assists in the placement of a child. Admission requirements include but are not limited to: review of previous school records, standardized tests, an interview with the principal and classroom visitation.
- 6) As a private school, the teaching-learning environment may not be designed to accommodate the needs of all children. The admission process facilitates determining if Edgewood Campus School can provide a suitable educational program for the child seeking admission.
- 7) Class size is determined by the principal, however suggested guidelines exist for class size. When a class is at capacity, all applications continue to be welcomed and considered for future admission.
- 8) **The first year of admission is probationary for all students.**

Anti-Discrimination Policy

EDGEWOOD CAMPUS SCHOOL, a private Catholic school for students in 4K, 5K and grades 1 through 8, admits students of any gender, race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the school. It does not discriminate on the basis of gender, race, religion, color, national and ethnic origin in administration of its educational policies, admission policies, financial aid programs, and athletic and other school-administered programs.

After School Program

Edgewood Campus School provides After School supervision for students in 4K through 8th grade. Registration forms are available in the Grade School Office. A registration fee of \$30.00 per family is required. Parents are billed an hourly fee at the end of each month. After School is not held on days adjacent to school breaks. Ex. Fall, Thanksgiving, Christmas, Spring and Easter breaks.

The hours of operation are:

Monday - Friday: 2:45 - 5:30 p.m.

Options exist for participation in the After School program on a regular or drop in basis.

Allergies & Sensitivities to Food

Please notify the school if your child has food allergies or sensitivities that would restrict consumption of class treats or hot lunch items.

Nuts and Nut Products

Parents of students with peanut or other food allergies MUST notify school personnel on or before the first day of school.

An increasing number of students in our school have a serious allergy to nuts and nut products. This particular allergy can have severe life threatening reactions including anaphylaxis and in some instances even death. This can be caused by ingesting peanut-containing foods, touching them or someone who has ingested them, and in some incidences by breathing air that has been contaminated by nut products. It is important that we provide as safe an environment as possible to these students. For this reason, the following guidelines are in place.

Please note that where the word “**nuts**” is used it refers to the following:

Any nut product, processed in a facility that contains nuts, processed on equipment that processes nuts, or may contain peanuts or traces of peanuts/nuts

1) In classrooms where students with peanut allergies reside, including special classrooms and AfterSchool Programs.

- a) A sign will be posted stating “This is a peanut and tree nut free classroom.”
- b) An Epi-Pen bag with child’s emergency information will be in an accessible but safe place.
- c) All children with allergies in the school shall have an emergency information form in the sub and regular classroom folder.
- d) No snacks are to be brought in containing nuts of any kind. It will be left up to the teacher to determine how best to handle this (with assistance from the room parent and/or parent of affected students if requested).
- e) If an individual snack is brought in and it contains nuts it will be removed immediately.
- f) Parents of allergic children will provide an “allergy box.” It will have safe snacks for those children with allergies as well as for any child who brings a snack with nuts but still wishes to have a snack.
- g) If a treat is brought in for a birthday or other celebration it must be deemed safe by the teacher. If it is not safe, it will be sent to the office until the end of the day where the child can hand it out to classmates as they exit the school.
- h) A form letter will go home to the families who accidentally bring in an unsafe treat/snack reminding them of the school’s protocol.

2) In classrooms where no students have peanut allergies.

- a) If a nut treat/snack is brought in the tables/desks/hands will be washed afterwards.
 - b) If another classroom with an allergic child will be visiting the classroom (i.e. little/big buddies, special events, etc) and nuts have been in the room that day, it will be the teacher's responsibility to notify the teacher of allergic child.
- 3) In lunchroom during lunchtime.**
- a) Allergic children will sit at a nut free table with friends whose cold or hot lunch has been deemed "safe" by the lunchroom staff.
 - b) All children will apply hand sanitizer before eating and prior to leaving the lunchroom.
 - c) All tables will be washed immediately after each lunch period.
- 4) During all school events with food.**
- a) All school bought food will be nut free.
 - b) When asking for food (bake sales, parties) it should state: **No nut products, or any products processed in a facility that contains nuts, processed on equipment that processes nuts, or may contain peanuts will be allowed.**
 - c) If a product is brought in with nuts, it will be removed and available for pick up after the event.
 - d) Parents with allergic children will have opportunity to inspect all products prior to event.
 - e) Under no circumstances shall an allergic child be excluded from any classroom or all school activities because of allergy.
- 5) Extra Precautions**
- a) All staff training will occur during in-service prior to start of school year.
 - b) Parents with allergic children may have the opportunity to speak during back to school night to their child's classroom parents.
 - c) Parents with allergic children will be responsible for updating emergency information for their child.
 - d) Children will be reminded to wash their hands with soap and water frequently during the day.

Note: While the faculty and staff of Edgewood Campus School realize the severity of peanut allergies, are in agreement with taking whatever steps are necessary to ensure a safe environment, and will be as vigilant as possible, no guarantee can or should be made that all products are 100% safe to students with peanut allergies. To make such a guarantee would provide a false sense of security and would be impossible to support.

Asbestos Management

95% of the asbestos in our school has been removed due to renovations and upgrading. The remainder is encapsulated and poses no risk to students or staff.

Attendance

Absences, Tardiness/Truancy, Early Departure

Regular school attendance is a prerequisite for successful learning. Each student's arrival on time each day facilitates learning. Parents are **required** to telephone the school office or to stop in person at the office to report absence or tardiness by 8:30 A.M. on the day a child is absent. If when calling, you receive a voice message on the answering machine, please leave your child's name and grade and indicate the reason for the absence or tardiness. If the school is not notified of the child's absence by 8:30 A.M., the parent will be called to verify the absence. When a K-8 child is returning to school after an appointment or late arrival, the child is responsible for checking into the school office before going to class.

A parent must notify the school either in writing or by phone if a student is being dismissed early. Students departing early must sign out in the Campus School or Middle School Office.

Attendance Regulations

If a student:

- arrives before mid-morning (10:00 a.m.) he/she is considered tardy.
- arrives after mid-morning (10:00 a.m) he/she it is considered a partial absence.
- leaves school between at 12:00 & 1:30 p.m. he/she it is considered a partial absence.
- leaves after mid-afternoon (1:30 p.m.) departure will be noted for recording and safety purposes.
- is not present when attendance is taken, they should be marked absent. Should they arrive later, they must sign in the middle school or in the campus school office.
- must leave school before regular dismissal, parents should send a written request to campus school office or call the office. The student must sign out in the main office in the campus school and then sign in again upon returning. If they are gone for more than 2 hours it will be marked a partial day.

Bloodborne Pathogens & Universal Precautions

A procedure for handling biohazardous waste is implemented in the school. Any incidents that result in blood or other bodily waste on a student's clothing will be reported to the parents of the students involved or other attire will be given to the student. Parents are encouraged to make children aware of the importance of proper hand-washing both in hazardous waste situations and regular hygiene.

Campus Boundary Restrictions

Edgewood Campus School students are limited to specific boundaries on the Edgewood grounds which are carefully explained to them. The College buildings and High School building areas where Campus School students do not have classes (especially the Commons) are off limits for Campus School students. **This restriction is binding for all students including before and after school, but it applies especially to students in grades 6, 7 and 8 even though they attend classes in Edgewood High School.**

Classroom Visits

In consideration of the teachers, students and learning environment, anyone wishing to visit a teacher or the classroom during school hours is requested to schedule an appointment in advance, and check in the main office upon arrival.

Co-Curricular Activities

At Edgewood Campus School, we believe that co-curricular activities are central to educating the whole child. We encourage students to participate in co-curricular activities. Gifts and talents that lie hidden in the core academic areas often flourish in co-curricular activities. These are opportunities to engage in kinesthetic learning, to discover practical applications of intellectual knowledge, and to improve one's personal, social, and physical skills.

Co-curricular offerings include, but are not limited to: band, league sports, yearbook staff, choir, leadership council, Science Olympiad, and other after-school activities.

In order to participate in co-curricular activities, students must exhibit responsibility in both academics and conduct. Failure to do so may result in loss of co-curricular privileges. Please see more detailed guidelines in our ECS Athletic Handbook.

Collections of Funds

All funds will be collected in the Office, via FACTS, or direct invoicing.

Communication

At Edgewood Campus School, we encourage open and frequent communication among parents, teachers and administrators. When questions or issues arise, it is appropriate to first discuss them with the person responsible for that area. If a classroom issue or question arises, parents should first confer with the teacher to resolve the situation. After that first step is taken, the parent may feel free to discuss the issue with the President/Principal or Assistant Principal.

Code of Conduct

In order to maintain a Christian learning environment it is necessary to have a set of Edgewood Campus School community guidelines. Edgewood Campus School aligns its handbooks and policies with the Diocese of Madison schools.

General School Rules

Students will:

- Respect themselves and the rights and feelings of others.
- Respect all property.
- Obey classroom, school grounds, lunchroom, and St. Joseph Chapel rules.
- Observe rules and regulations for health and safety.
- Electronic devices are not allowed during the school day.
- Observe regular attendance and be punctual for school and class.
- Be responsible for all communication forwarded home.
- Walk to and from classrooms, campus, and buildings in a quiet and orderly manner.
- Behave in an appropriate manner when using bathrooms and water fountains.

- Observe traffic regulations on campus.
- Remain on Campus School grounds during the school day.
- Arrive on campus no earlier than 7:30 A.M. unless on Safety Patrol duty or reporting to middle school or lower building LMC's to be supervised.
- Leave campus by 3:00 P.M. unless enrolled in After School Care or other authorized school activities under proper adult supervision.
- Observe dress code regulations including liturgy dress-up days.
- Keep the campus free of debris and trash.
- Students may leave class only after receiving permission from teacher in charge.

Classroom Rules

Students will:

- Be honest and trustworthy.
- Respect themselves and the rights and feelings of others.
- Respect school and classmates' property.
- Be prepared for class.
- Behave appropriately.
- Be punctual.

St. Joseph's Chapel Rules

Students will:

- Show reverence.
- Participate during all religious gatherings and services (responses, singing, etc.)
- Follow the dress-up day guidelines.

School Grounds Rules

Students will:

- Be kind, respectful and charitable toward one another.
- Line up quietly when the bell rings.
- Stay in designated areas during recess and lunch.
- Stay seated while eating lunch and snacks until dismissed.
- Leave area clean and deposit your trash in containers
- Follow grounds and lunch duty supervisors' directives.
- Be responsible for school/classroom playground equipment.
- Observe health and safety rules in yard.
- Keep hands, feet and objects to themselves.

Minor Misconduct

Some examples of minor misconduct include but are not limited to:

- Tardiness to class.
- Improper uniform or non-regulation dress (automatic violation grades 6-8).
- Disruptive behavior during class time or assemblies.
- Failure to follow the Technology Use Agreement regarding cell phones, etc.

- Failure to follow recess or lunch duty supervisor's directives.
- Inappropriate language (automatic detention).
- Other actions that violate the philosophy and mission of Edgewood Campus School.

Disciplinary Actions for Minor Misconduct

- 1st – Notification to student of inappropriate behavior and reminder of expected behavior and the incident is recorded as a demerit in RenWeb.
- 2nd – Notification to the student and their parents of inappropriate behavior and reminder of expected behavior and the incident is recorded as a demerit in RenWeb. A written Reflection Sheet is sent home to be shared by the student and signed by parents.
- 3rd – After school detention along with a Parent/School discussion or meeting and the incident is recorded as a demerit & detention in RenWeb. **After school detentions will be held at the discretion and availability of the administrator.** If a student misses a detention, without prior notice to the administrator, the student will have to serve two detentions.
- After the 4th, a student team conference (STC) will be scheduled. This team is comprised of parent(s), teacher(s), an administrator, and the student. All will meet to discuss the student's strengths, areas of concern, and to make recommendations for helping the student to change their behavior. A follow-up meeting will be scheduled later in order to assess the implementation of the team action plan. In the case of a student not meeting the school's STC expectations of the action plan the following may result: extended detention, probation, suspension, or recommended transfer.

Major Misconduct

Major misconducts will be recorded by the homeroom teacher as a disciplinary action in the progression of misconducts in RenWeb along with the disciplinary action(s) for a major misconduct as established by the administration. Some examples of major misconduct include but are not limited to:

- Physical, verbal or written abuse or disrespect to any religious, teacher, staff member, student or other person.
- Stealing other people's property and/or school property physically or by electronic means.
- Harassment of students – physical, verbal, written, sexual or by electronic means.
- Cheating on assignments, which include quizzes, tests, projects, essays, etc.
- Plagiarism or showing a lack of academic integrity.
- Falsification or alteration of school records.
- Failure to deliver, return, or interception of any communication between home and school.

- Continued willful disobedience or non-compliance.
- Use, sale or possession of narcotics, alcohol, illegal drugs or tobacco.
- Vandalism or misuse of school property.
- Habitual truancy.
- Assault or battery or any threat of force or violence directed towards any school person, student, or their property.
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- Any other willful conduct or behavior, which in the opinion of the school administration disrupts or threatens any member of the school community.

Disciplinary Actions for Major Misconduct

Depending on the severity and circumstances of the major misconduct, the administration may enforce one or more of the following:

- Arrange a conference with the student, parent and teacher.
- Serve one or more after school detentions.
- Impose an immediate suspension of student (in-school or out of school suspension).
- Establish probationary terms.
- Recommend transfer.
- Expel the student.

Crisis Planning

Edgewood Campus School regularly updates and reviews its crisis planning procedures in partnership with Edgewood High School and Edgewood College. Fire drills are conducted on a monthly basis. Tornado drills and lockdown drills are conducted at least twice yearly.

Curriculum

A WRITTEN CURRICULUM exists for all subject areas at Edgewood Campus School. These have been written in committee with input from faculty and parents integrating trends and standards on the Diocesan, state and national level. The basic curriculum includes: Religion, Language Arts, Mathematics, Social Studies, Science, Music, Art, Physical Education, Library, Spanish, Guidance and Technology. The curriculum at each grade level must be developmentally appropriate and requires review and upgrading at regular intervals. Edgewood Campus School has a curriculum development process in place to insure dynamic, child-centered and developmental techniques and strategies that plan for the intellectual and academic needs of the student as well as social, physical and spiritual needs. The textbook is only one of many resources used in the implementation of the curriculum.

RELIGION: The curriculum provides instruction based upon Catholic, Christian theology. All students, regardless of religious orientation, participate in daily prayers, classroom instruction and the liturgical life of the school. (see Sacramental Preparation)

TECHNOLOGY EDUCATION: All students have instruction in Computer and iPad use. The computer lab is available for whole class or small group instruction. Additionally, Apple computers are located in each classroom. Teachers and students receive instruction enabling them to use technology in all areas of the curriculum. Each teacher and student and parent will sign a technology agreement. Students in grades 6, 7, and 8 are issued school-owned Chromebooks for instructional purposes.

LIBRARY: The school has a fully automated library with technology access to other libraries and the global classroom via the internet. In addition, the library contains more than 10,000 volumes and is staffed by a certified teacher.

Daily Dismissal

If your child rides in a car pool, this information should be provided in writing to the homeroom teacher so he/she will know with whom your child may leave school. If someone other than usual will be picking up your child, the homeroom teacher must be notified, preferably in writing. This helps eliminate confusion at dismissal time and assures that the appropriate adult picks up and is responsible for the child. Students still present fifteen minutes after dismissal time will be placed in the After School Program for supervision.

Detention Procedures

Students who violate school rules and policies may be put on detention. In such an instance:

- 1) The teacher or administrator will determine date and time of detention.
- 2) Parents will be notified, in advance, of the date and time of the detention.
- 3) Detention notices are emailed to parents. An administrator will verify that the parent has received the notice and work with the family to determine a day and time for the detention.
- 4) When a student does not serve the detention on the assigned date the amount of detention time will be doubled.

Parent must notify an administrator if date and time of detention needs to be changed due to a conflict, such as a family emergency, medical appointment, or car pool arrangement. Parent, teacher, and/or administrator will establish a subsequent date and time.

Directory Use

The Edgewood Campus School Parent-Student Directory/Class List are for the private use of Edgewood Campus School families and staff. They should not be sold or shared for business or promotional use.

Major Misconduct

Major misconducts will be recorded by the homeroom teacher as a disciplinary action in the progression of misconducts in RenWeb along with the disciplinary action(s) for a major misconduct as established by the administration. Some examples of major misconduct include but are not limited to:

- Physical, verbal or written abuse or disrespect to any religious, teacher, staff member, student or other person.
- Stealing other people's property and/or school property physically or by electronic means.
- Harassment of students – physical, verbal, written, sexual or by electronic means.
- Cheating on assignments, which include quizzes, tests, projects, essays, etc.
- Plagiarism or showing a lack of academic integrity.
- Falsification or alteration of school records.
- Failure to deliver, return, or interception of any communication between home and school.
- Continued willful disobedience or non-compliance.
- Use, sale or possession of narcotics, alcohol, illegal drugs or tobacco.
- Vandalism or misuse of school property.
- Habitual truancy.
- Assault or battery or any threat of force or violence directed towards any school person, student, or their property.
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- Any other willful conduct or behavior, which in the opinion of the school administration disrupts or threatens any member of the school community.

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- Impose an immediate suspension of student (in-school or out of school suspension).
- Establish probationary terms.
- Recommend transfer.
- Expel the student.

Employee Harassment: Harassment exists when submission to such conduct is implicitly or expressly made a term or condition of employment or when such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment. Examples of conduct prohibited under this policy include, but are not limited to, the following:

- 1) Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- 2) Unwelcome verbal or physical conduct or displays of a sexual nature (e.g. posters, calendars, etc.);
- 3) Making submission to or rejection of sexual harassment the basis of any employment decision;

- 4) Unprofessional comments in any work environment respecting an individual's protected characteristics (e.g. gender, race, ethnicity, national origin, age, disability, etc.);
- 5) Insults or name-calling based on an individual's protected characteristics (see above);
- 6) "Jokes" or other remarks that are sexual in nature or demeaning to an individual's race, color, gender, religion or other protected characteristics (see above);
- 7) Physical, verbal or psychological abuse based on an individual's protected characteristics (see above).

Student Harassment: Edgewood Campus School seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Student harassment or intimidation can arise from a broad range of physical or verbal behavior, including that conduct denoted above as examples of employee harassment. In addition, student harassment or intimidation can include, but not be limited to, the following:

- 1) Physical or mental abuse, racial insults, ethnic slurs, religious slurs, sexual advances and touching, sexual comments or jokes, sexually explicit statements, and/or discriminatory remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.
- 2) Online harassment will not be tolerated in school or out of school.
 - a) Neither the school's network, nor the broader internet, whether accessed on campus or off campus or during or after school hours, may be used for the purpose of harassment.
 - b) All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, *but is not limited to*, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images or Web site postings (including blogs).
 - c) Members of the school community who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (the director of technology or principal of the school). Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation or expulsion from the school, or termination of employment.

Harassment Reporting/Disciplinary Procedures

Each employee, volunteer, student and parent is responsible for reporting any incident of discrimination, sexual or other unlawful harassment, whether or not he or she is the victim of such conduct. Students should report incidents to a faculty member or principal. Faculty members and other employees, upon receiving a student or parent report, or otherwise upon receipt of any information relating to an incident of discrimination, sexual or other harassment, shall promptly report the incident to the principal. Any allegation relating to the chief administrator of the school should be reported to the chair of the Edgewood Campus School Board of Trustees.

Upon receipt of an incident report or any other information relating to an incident of discrimination, sexual or other harassment, the principal or assistant principal will conduct a prompt investigation and report the findings promptly to the Edgewood Campus School chief administrator. The chair of the Edgewood Campus School Board of Trustees will conduct the investigation with respect to any allegations relating to the chief administrator of the school.

Upon completion of the investigation, the Edgewood Campus School chief administrator shall make a decision regarding the allegations, which shall be final. The Edgewood Campus School Board of Trustees will make a decision regarding any allegations relating to the chief administrator, or make a recommendation to the Corporate Board. Persons who engage in discriminatory acts, sexual or other unlawful harassment may be subject to disciplinary action including student expulsion or employee termination or suspension.

All persons are free to raise concerns and make reports of prohibited conduct without fear of reprisal. No one shall attempt to restrain or interfere, retaliate or take adverse action against anyone making the report or those who participate in an investigation and/or the resolution of a complaint. The privacy of the persons involved in the complaint will be kept as confidential as possible, consistent with Edgewood Campus School's legal obligations.

Dress Code

Dress Code Benefits

Edgewood Campus School has a dress code for all elementary and middle school students. There are many positive reasons for a school dress code, including:

- A dress code encourages students to express their individuality through personality and academic achievements, not outward appearances.
- A dress code puts the focus on academics, not fashion, because they project a neat, school-oriented mindset.
- Dress codes can be less expensive.
- Dress codes eliminate the visible differences between children.
- Dress codes eliminate pressure to wear brand name clothing and minimize clothing competition.
- Dress codes create a sense of school pride and belonging.

Dress Code Guidelines

Yes, means that an item can be worn. No, means that a violation of the dress code will occur. Parents will be notified by phone call or email of a dress code infraction.

Clothing Type	Elementary	Middle School
ECS Spirit Wear	Yes	Yes
Collared dress shirts, crew neck, turtlenecks & solid t-shirts	Yes	Yes

Shorts or skirts that land below or within 3 inches of the top of the knee.	Yes	Yes
Shirts or sweatshirts w/athletic team, college, student clubs, or team logos.	Yes	Yes
Athletic shorts that land below or within 3 inches of the top of the knee.	Gym Class Only	Gym Class Only
Dresses, skirts, skorts- must land below or within 3 inches of the top of the knee.	Yes	Yes
Leggings can be worn with a skirt only (not alone; see skirt length above).	Yes	Yes
Cotton/Twill or denim jean pants- seek a good fit for range of motion activities. Capri pants are acceptable.	Yes	Yes
Safe shoes including athletic shoes and sandals with back straps. Sturdy Berkenstock style sandals are acceptable, yet not recommended for recess, hill walking, etc..	Yes	Yes
Caps, hat, or dark sunglasses inside the school or lunchroom.	No	No
Undergarments showing. (Ex. Bra strap or underwear)	No	No
Clothing with holes, rips, tears.	No	No
Overly tight or overly loose clothing.	No	No
Tube tops, halters, tank tops, spaghetti straps, racerback, back revealing tops or low-cut necklines.	No	No
Outerwear with large advertising/brand names logos	No	No

Flip flops	No	No
Clothing with any messages, words. Pictures, graphics, or large fashion logos.	No	No
Distressed- ripped jeans	No	No
Sweat pants, short athletic shorts, spandex pants or shorts, wind pants, jogging suits, yoga pants, leggings, and pajama pants. (Leggings can be worn under a knee length skirt).	No	No
Sheer shirts & skirts that expose undergarments.	No	No
Jewelry that pierces the body other than the ear.	No	No

Thank you for referencing this chart when your child has a question about our dress code. ECS Spirit wear is always welcome!

Dress Up Days & Spirit Wear Days

Pants, dresses or skirts should fall at or below the knee. Dress shirts (tucked in). Blouses, sweaters, sweater vests with appropriate necklines. Ties are optional. No shorts, jeans, or sweatshirts.

All clothing worn for Dress Up Days should be modest and follow the same guidelines as regular school day clothing. On Spirit Wear Days, your child is welcome to wear school colors, Edgewood gear, or their Edgewood athletic jersey.

Procedures for Dress Code Infractions

If a student is in violation of the Dress Code, the parent may be notified by phone or email. 6th, 7th and 8th grade students will receive a violation. Depending on the severity of the infraction, the parent may be asked to bring proper attire. Repeated offenses will result in a conference between administration, parents and students.

Drugs, Tobacco, Weapons, or Incendiary Materials

Students who possess or use drugs, tobacco, weapons or incendiary materials before, during or after school, or at any school sponsored activity, will be immediately suspended. School staff may look for any of these items in desks, lockers, book bags, coats or jackets, and any other containers the students bring to the school or into the school buildings. This includes but is not limited to: loaded and unloaded guns, razors, toy guns, switchblades, explosives, lighters,

matches, any type of knives, chains, clubs, stars, BB or pellet guns, swords, daggers or any look-alike weapons. Any of the following may be a consequence for this act of misconduct:

- Parent conference
- In-School suspension
- Out-of-School suspension
- Expulsion
- Police Referral

Electronic Device Policy

All ECS community members must read, sign, and abide by the *Technology Use Policy* at the beginning of each school year.

Students in grade 6-8 will be issued a school-owned Chromebook at the beginning of the year for their use at school and home during the year.

Any electronic music, video game system and/or toy, lasers, recording or playback equipment (audio, video, and still photography) are not allowed. Cell phones or other communication devices are strongly discouraged at Edgewood Campus School. Cell phones, across all grade levels, are collected and safely stored in homerooms by 8:00 AM and returned at 2:45 PM. Cell phones may be used after school in the homeroom with the permission of the homeroom teacher. Cell phone use on school property after 3:15 P.M. is subject to the discretion of the activity director (ex. After School Program) or coach in charge at that time. At no time should a student using a cell phone on school property be unsupervised. If phone use is necessary, every classroom has a phone that may be used with teacher permission or a student may come to the office to use the phone at any time.

Exceptions to this policy are allowed for instructional purpose with prior permission of the teacher in charge. If technology use is allowed by the teachers on long bus trips, appropriate use will follow the technology and general school conduct expectations.

Any student found in violation of this policy will have the electronic device confiscated, forfeit their electronic device privilege and may be subject to a full range of disciplinary action. The return of electronic devices will be to the parent/guardian only.

Permission to take photographs or video at school or during school activities must be obtained from school administration or staff.

Emergency School Closings

When morning weather conditions are such that the school might be closed, you will be notified by phone via FACTS and Parent Alert. If the Madison Public Schools are CLOSED, Edgewood Campus School will also be closed. If Edgewood High School is closed due to weather, Edgewood Campus School will also close. In addition, this message will be broadcasted on CHANNEL 3, 15 and 27 on TV, WOLX 94.9, Z104 and WIBA (1310) Radio. Even if the school is open for the day, PARENTS SHOULD USE THEIR OWN DISCRETION IN SENDING OR

NOT SENDING CHILD/REN. Please check to see that there is supervision in the school before leaving your child/ren. ECS will not delay the start of the school due to weather. We will either be opened or closed. If severe weather conditions develop during the day, listen to the radio and television for school closings of public and private schools. At the beginning of the year, on the family emergency form, each family will be asked to provide written instructions indicating dismissal preference in the event of an emergency school closing. Your child will only be dismissed in the company of the person or persons indicated on this form unless you call us and give other instructions.

Enrollment of ECS Students in Edgewood High School Classes

Students who have accelerated in Edgewood Campus School mathematics or languages, and have demonstrated a mature, responsible work ethic, may be recommended by the Edgewood Campus School teachers to the Assistant Principal for advanced placement. The Edgewood Campus School Assistant Principal will notify the Edgewood High School Principal of these recommendations. Parents may then pursue Edgewood High School admissions procedures for the appropriate courses. Edgewood High School will charge a tuition fee for high school classes. Parents and students will follow all EHS course guidelines and policies. For example, middle school students taking EHS classes do not receive high school credit. However, they are set on the path of advanced high school classes.

ECS & EHS are two separate businesses with two different computer learning management systems. If your child is absent you must call both the ECS and EHS by 8:30 am. ECS students follow the EHS schedule as best possible. Your child is responsible for notifying their EHS teachers of ECS field trips or special activities.

Enrollment of ECS Students in MMSD Courses Policy

Students enrolled and attending nonpublic schools who reside within the boundary of the Madison Metropolitan School District (MMSD) may enroll in courses that are offered by a school or school program in the MMSD during the regular school year, provided such courses are enrichment, advanced, remedial, supplementary or in a specialized MMSD program. Nonpublic school students who enroll in MMSD courses are required to adhere to all District, School and Board policies and procedures and rules including such policies, procedures and rules related to the payment of fees. This policy does not apply to the enrollment of non-public school students in the MMSD summer school program.

Procedure

Parents of nonpublic school students who are interested in having their school-aged children enroll in a course offered at a school in the MMSD shall apply to attend school by annually filling out the MMSD, nonpublic school enrollment form and filing the form for approval at the school in which the course is offered on or before March 1 of the year preceding the school year in which the student would be enrolled in the MMSD.

Should a parent of a nonpublic school student file the nonpublic enrollment form with the school in which the course is offered after March 1, the request to enroll the nonpublic school student may be denied by the District if allowing the student to enroll will result in the District incurring additional costs.

(As approved by the Board of Education of the Madison Metropolitan School District on November 6, 1995)

Expulsion/ Suspension of Students (Diocesan Policy 5120)

The expulsion/suspension of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration. Expulsion is permanent and is imposed only for serious offenses.

While expulsion/suspension is usually imposed as a result of student conduct or action, in limited cases it may be imposed as a consequence of the behavior or actions of the student's parent(s) or guardian(s) which seriously disrupts the school or its educational personnel.

Procedures for Expulsion, Recommended Transfer, Suspension, and Detention

Expulsion

Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school. It is an extreme but sometimes necessary, disciplinary measure for the common good of the student body. Expulsion decisions are made by the administrator, in consultation with the Sponsor's Council Chair and the Superintendent of the Diocese of Madison.

Recommended Transfer on Grounds of Student Behavior

Students who do not follow the disciplinary rules and guidelines of Edgewood Campus School will be required to transfer elsewhere. The principal makes the decision in consultation with Sponsors Council Chair and the Superintendent of the Diocese of Madison. Ordinarily, the transfer is to take place at the end of a grading period, but can occur sooner if deemed necessary for school safety.

Recommended Transfer on Grounds of Parental Behavior

It is expected that parents and teachers will work together by encouraging and supporting school programs, personnel and policies. Christian courtesy and respect is to be given to all school employees. The principal may recommend transfer of a student when parents manifest any of the following:

- Behavior towards school personnel is disrespectful or is viewed as intimidating.
- Behavior towards students or parents, on or off school grounds, is viewed as disrespectful or intimidating.
- Insufficient cooperation regarding a reasonable request by the principal in a serious matter concerning their child.

- Persistent and/or overly uncooperative interactions with school staff, policies, regulations, or programs.
- Interference in matters of school administration or discipline to the detriment of the school's ability to serve the parents' or other children.
- Representing themselves to the school in a manner that contradicts Catholic principles.
- Not satisfying the requirements of their tuition contract with the school.

Any of these behaviors is deemed to be a serious breach of the school/family partnership and is grounds for student transfer.

Suspension Procedures

- Suspension is an action taken by the school, which prohibits a student from attending or participating in school instruction or events for a period of not more than one week at a time. Suspension can occur out of or in school.
- A decision regarding suspension will be made by the administrator after consultation with the teacher and the student.
- The parents will be notified whenever suspension occurs.
- A conference with the principal, parent, student and teacher will be held to discuss the suspension.

Family Vacations

The principal should be notified in writing in advance of a request for absence from school for a family vacation.

Planning family vacations during school vacation times is most beneficial for your child. Occasionally, it may be necessary to do otherwise. Therefore, students may accompany parents on vacation trips outside the regularly scheduled vacation times. However, teachers are not required to give special lessons to be done during the vacation. Missed classroom assignments need to be completed at the discretion of the teacher and upon a child's return to school. Teachers will compile work while a child is absent, not prior to the missed days.

If parents want children to do some school work while on vacation, reading library books and math review are suggested. An appropriate activity would be a special report, project, journal, or memorable collection directly connected with the trip that can be shared with the class upon the student's return to school. Although vacation may be an educational experience, appropriate planning around the school calendar is encouraged.

Field Trips

Field trips are considered a privilege and not a right at Edgewood Campus School. Students can be denied participation if they fail to meet academic or behavioral requirements. A field trip permission form is included in this guidebook and is required before any child will be allowed to participate in a field trip. On occasion parents are asked to chaperone field trips. Chaperones need to be attentive to the school children and therefore should not bring younger children on

the trip. All chaperones and classroom volunteers must take VIRTUS training (“Protecting God’s Children”) and have a background check before they can participate in classroom activities. Students without signed permission slips may have their parent contacted for pick up and will be marked absent for the day.

Graduation Requirements

In order to graduate, all students must:

- 1) complete all academic requirements, including projects, reports, and long-term assignments,
- 2) complete service work requirements for religion class,
- 3) participate in the eighth grade retreat.

The graduation experience involves many exciting events, including a retreat, a class trip, a graduation liturgy and a commencement ceremony. Extraordinary planning and communication is required to coordinate all of these. All activities are planned in collaboration with the faculty and need to be approved by the principal. In order to facilitate this, parents of eighth grade students are required to attend a special planning meeting for graduation. Ample notice is always given for this meeting, which is usually held near the beginning of the second semester.

Homework Responsibilities

Students can improve academically through curriculum-appropriate homework. Homework is determined by teachers as needed for reinforcement of material taught or research of information. Consult your child’s teacher homework expectations. A time for homework study should be set aside each night free from television or other distractions. Special subject area teachers may also require homework to be done and handed in.

Homework Make-up Due to Illness

Middle School- Parents of 6, 7 and 8th grade students who are absent, may call the middle school office at 663-4112 before 8:30 A.M. and request the assignments of the day. The teacher will prepare the assignments during the day. The assignments and books may be picked up outside of the Assistant Principal’s office at 2:45 P.M. If your child is absent for more than one day, notify the middle school office and assignments will be gathered for a planned pick-up.

Intermediate - 4th and 5th grade students who are absent may receive assignments from other students or wait until their return when the teacher will be able to assist them and provide assignments.

Primary- Students absent for a short period of time will receive assignments and specific directions for completing assignments when they return to school.

Families of students absent for an extended period of time may call the school and talk to the teacher about assignments. The principal shall be notified in writing of any request for absences from school including family vacations or long-term illness. **Long-term vacations during the academic year are discouraged.**

Illness Guidelines

If a student becomes ill in school or suffers an injury, parents will be contacted. It is necessary to have all available emergency information on file in case no one can be contacted at the home. EMERGENCY PROCEDURE FORMS have been provided to each family. Parents should fill out the form and return it to school as soon as possible.

NO STUDENT IS ALLOWED TO LEAVE THE SCHOOL BUILDING BECAUSE OF ILLNESS WITHOUT FIRST REPORTING TO THE SCHOOL OFFICE.

If a child is sick in the morning, the school expects him/her to remain home for the day and notify the school.

Return to school after a contagious disease (chicken pox, measles) requires a statement from the doctor or public health office. If any student is suspected of having head lice, his/her parent will be called and the child will be sent home for disinfection. Other classmates will be notified of possible contact.

What To Do If Your Child Is Sick: If your child shows the following symptoms, we ask that your child not be sent to school:

- **Fever:** Also including sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as 100 degrees prior to administration of medication. **Do not administer fever-reducing medication within three hours of attendance. Child should be fever free for 24 hours before returning to school.**
- **Respiratory Symptoms:** Difficult or rapid breathing or severe coughing and/or chest congestion. Child's face turns red or blue; the child makes a high-pitched whooping sound after coughing, or vomiting after coughing.
- **Whooping Cough:** A child with a persistent cough needs to be checked out by a doctor even if he or she has had the Pertussis vaccine.
- **Diarrhea:** An increased number of abnormally loose stools in the previous 24 hours.
- **Antibiotics:** Child should not come to school within 24 hours after beginning an antibiotic
- **Vomiting:** Two or more episodes of vomiting within the previous 24 hours or vomiting at school with no apparent physical reason.
- **Eye Inflammation/Drainage:** Mucus or pus draining from the eye, or eye looks pink or yellow.

- **Skin Problems:** Rash—skin rashes, undiagnosed or contagious; infected sores, yellowish skin.
- **Itching:** Persistent itching (scratching) of body or scalp.
- **Head Lice:** Children with head lice must be treated with a Lice shampoo by the parent before they are allowed to return to School. Please be sure to check that your child is nit free prior to returning to school.

Your child may return to school if:

- Your doctor certifies the symptoms are not associated with an infectious disease.
- Your child is well enough to go out for recess.
- The symptoms have subsided.

Immunizations

Wisconsin State Law recommends that all children entering school for the first time and all students beginning the third and sixth grade of school have a physical and dental examination.

State law REQUIRES that all children entering a Wisconsin elementary school for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, varicella (chicken pox), Hepatitis B, mumps and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

IN ORDER FOR A CHILD TO REMAIN IN SCHOOL, AN IMMUNIZATION FORM MUST BE COMPLETED, SIGNED, AND ON FILE AT THE SCHOOL OFFICE DURING THE FIRST 30 DAYS OF SCHOOL. The information provided on this form will be available to the local public health agency and the Wisconsin Department of Health and Social Services to determine if the child has received the minimum required immunizations.

Please contact the school office to receive a form for immunizations.

Incurring Expenses

No one is to incur any bill for Edgewood Campus School, that has not been pre-authorized by the President/Principal and/or Business Manager. Bills that are submitted without preauthorization are the responsibility of the person(s) who incurred the expense.

Lockers

Grade 3 through 8 students are provided with lockers to store their personal belongings and class materials. Lockers should be kept neat and orderly and must be cleaned regularly. Lockers are school property and students are expected to use them responsibly. Lockers are not locked, so students should not store valuables in their lockers.

Lost & Found

Each year bags of articles of clothing go unclaimed. **The school strongly recommends that gloves, hats, scarves, boots, sweaters, lunches, book bags, and physical education attire**

be clearly marked with the child's name. Unclaimed items in the Lost and Found will be taken to St. Vincent De Paul on the last day of each quarter.

Lunch

Lunches are eaten on the balcony of the Edgedome in 20 minute periods between 11:15 and 12:30. Hot lunch menus are prepared monthly and sent home with students and/or provided electronically. Each student will have a lunch account which is credited with family payments. Lunch counts and charges occur daily. Families will be notified of account deficiencies via an automated, weekly email. Milk can be ordered through the school office for \$10.00/yr.

Medication

Because of liability, the staff and faculty are **unable** to dispense medication to students (this includes aspirin, Tylenol, etc.) **without a medical form on file.** These are available in the office. A copy of our policy and the medical form are included in the back of this guidebook.

Photography of Students

Parents have the right to request that ECS does not publish images of their children in photographs, videos, newspaper articles, slide presentations, pamphlets or other public displays. Student names will not be mentioned on social media posts unless prior parental permission is requested and given. Our Facebook page can be found at- <https://www.facebook.com/pages/Edgewood-Campus-School/939679266054824>

Physical Education Clothing

All students are required to wear athletic shoes with non-marking soles during physical education classes. This helps to keep our gym floor in top condition. Shoes should be marked with the student's name and remain at school for physical education class. Students arriving for class without appropriate shoes forfeit participation in physical education for that day. See School Dress Code for additional information.

Playground Rules

Playground boundaries

The east-west boundaries are from the sidewalk outside the east entry door to the far edge of the blacktop. The border on the south is the tree line. Students should stay away from the building on the north. The far boundary for the morning/primary recess should be the edge of the wood chips. Students shall not play beyond the edges of the building on the playground side. The wooded tree area is off-limits, as well as, down along the back fence and near the retention pond.

Playground equipment

All playground equipment and materials are to be used in the manner for which they were intended (ex. Slides were made to slide down one at a time, swings were made to swing one at a time, forward and back, and not to be twisted, or jumped off of.)

Balls

No balls are to be bounced against the building. If a student brings any playground equipment from home it is to be shared by all. No hard balls or bats of any kind are allowed.

Playground dismissal

No one leaves the playground without permission. 4K-6: If a student needs to leave the playground the supervisor will call the office on the walkie-talkie.

Play should be age appropriate and follow general school guidelines.

Report Cards, Progress Reports, & Conferences

Student report cards are issued 3 times a year (grades 4K-8). Mid-trimester progress reports are prepared for students in grades 4-8 and may be viewed in RenWeb.

Mandatory parent-teacher-student (grades 2-8) conferences are scheduled once a year in October. Parents may make an appointment to consult with a teacher whenever there is a concern. If a child has had previous difficulty in school, parents should inquire about his/her progress after the first month or six weeks of school. A teacher who feels a need for more frequent conferences, will contact the parent. By request of a teacher or parent, second semester progress conferences may be scheduled in late February.

Sacramental Preparation

The preparation for 2nd graders to receive the sacraments of Holy Eucharist and Reconciliation takes place in the second grade classroom; however, the first reception of these sacraments should take place in your parish. Therefore, parents need to contact their parish director of religious education to make arrangements for their child to receive these sacraments at the parish. In May, the Campus School will host a celebratory liturgy for these students who have received the sacrament in their parishes. Canon Law requires that sacramental records be kept at a parish. Some parishes may require additional parish program participation as part of this process.

Safety & Security- Visitors

As part of the Edgewood Campus School safety plan, all parents, visitors and volunteers must sign in and out in the main office. All persons who will spend time in the building are asked to wear an ID or nametag provided to identify them as parent-volunteer or visitor. All teachers, aides, volunteers, coaches, work study students, chaperones and student teachers are required to undergo a background check and to attend VIRTUS (Protecting God's Children) training before they are allowed to interact with students.

Volunteers need to be attentive to students. Bringing younger children requires divided attention and often causes a distraction to students and teachers and is not allowed.

School Hours

4K & 5K Kindergarten	8:00- 2:45 (M-F)
Grades 1 through 5	8:00- 2:45 (M-F)
Grades 6, 7 & 8	7:50- 2:45 (M-F)
After School Program	2:45- 5:30 (M-F)

Service Project Work

As part of our commitment to the Sinsinawa Dominican tradition of showing faith through action, all students at Edgewood Campus School participate in acts of Christian service. Service projects are organized by school staff. Parents may be asked to assist with projects.

As students are maturing in their faith, they learn to take a more proactive and independent approach to service, and are free to choose from an array of service opportunities. Middle School students are required to give community service each year. 6th grade- 5 hours of service; 7th- 10 hours of service; 8th- 15 hours of service. Service hours will be documented in FACTS.

Skateboards, Rollerblades, & Scooters

Skateboards, rollerblades or scooters may not be brought to school nor used on the Edgewood Campus.

Student Records Confidentiality

Although student records are confidential, the parents of each child have the right to review them. Upon receipt of a written request to the school principal, an appointment will be made with the principal to review the records in the office. The permanent record may not leave the school office. No unauthorized persons will have access to student records. A form must be signed by the parent authorizing anyone other than school personnel to view records. This form is available in the school office.

Supervision

The school is responsible for supervision of children from 7:30-3:00. Students on the grounds 15 minutes after dismissal time will transition to the After School program and the applicable fee will be charged. Any student remaining on the Edgewood campus after school is dismissed must go to one of the After School Programs. Campus School students are not allowed to wait for parents in the High School Commons or in any of the college buildings. **Written permission from the parent/guardian is required for students to leave the school with other students and adults.**

Textbooks and Other School Resources

All student textbooks, electronics and other teaching materials are the property of Edgewood Campus School and proper care of them is essential. All textbooks must be covered and kept in good condition. No writing on or defacing of these materials allowed. If at the end of the year, these materials are damaged, lost or not returned in proper condition, the parent may be charged a damage or replacement fee.

Tornado Warnings

In the event of a tornado warning for the local vicinity, children will remain in the school building and go to the tornado shelter areas that have been previously designated. Students will be kept at school until weather permits them to leave. Children may be released to parents who come in person to get them. If warning and time permits, the basement will be the tornado shelter area.

Traffic, Drop Off, & Pick-up Procedures

The main entrances to the Campus School and Middle School are on Monroe Street. Parents dropping off students at the Campus School building are asked to use the entrance on Monroe Street where there is a traffic light. Grade 6-7-8 students who do not have siblings in the Campus School may be dropped off **in front of** Edgewood High School commons. Middle School pick-up is in front EHS front circle drive. **Please note that EHS is under construction and may mandate a different drop-off and pick-up zone for ECS students, so you will be notified of any changes.**

The entrance off of Edgewood Avenue is for **high school and middle school staff only**. This **may not** be used as the drop off/pick-up entrance for middle school children, nor can you drop your elementary students there and have them walk down the hill to the Campus School. High school parking lots by the college dorms are restricted to EHS and college permit holders.

Parking stickers are issued to parents of the Campus School students. These stickers help identify our families to parking enforcement personnel of Edgewood College. If you or a family member are parking on Campus and do not have a parking sticker in your car, please come to the office to get a temporary parking pass. Cars without a proper sticker will get ticketed. Please make every effort to park in the Campus School lot. If the Campus School lot is full, you may park in a LEGAL parking space on campus. Try the parking ramp first as that is most often not full. If you park in a fire lane or an illegal parking place you will be ticketed or towed.

Morning drop off procedure

Please follow these safety precautions that will protect our students from harm.

- 1) Pull as far around the circle as you can so that others may pull in behind you.
- 2) When students are exiting your vehicle during morning drop-off in the circle, please have them exit on the passenger side so that they are on the sidewalk.
- 3) Do NOT pass cars that have stopped to let their students out.
- 4) Do NOT leave your car unattended if you are dropping off in the circle. Ideally, it would help if you did not get out of your car in the circle. If it takes any amount of time for you to disembark students, please use the parking lot and have the students use the sidewalk to enter the school.

After school pick up procedure

- 1) Wait patiently in the pick up line and follow the teachers directions when you are asked to move up in the circle.

- 2) Wait until the cars ahead of you pull out. Do not try to pull around them. This is dangerous.
- 3) Do not park in the parking lot and wait for your children to come to you instead of waiting for them in the pick-up line. It is dangerous to allow your children to walk to you in the parking lot.
- 4) Do not double park or park in the turnaround spaces in the parking lot. Other cars try to maneuver around you. This is how fender benders happen.
- 5) Do not park your car in the pick up line and enter the school to pick up your children. This forces cars to pull around your parked car, endangering students.
- 6) Do not pick up or drop off your children in the College or Edgedome parking lots.

Truancy - 1998 WI ACT 239 (6-18-98)

Children attending Catholic Schools are subject to the compulsory attendance law. If a student is truant, the Catholic School principal has the duty to report incidents of truancy to the public school superintendent for appropriate action.

A student is considered a habitual truant when all or part of five days during a semester is missed without an acceptable excuse. When this occurs, a notice is sent to the parent or guardian for a meeting within five days of the notice. At the request of the parent or guardian, the meeting may be extended to within ten days if the school agrees. If a meeting does not occur within ten days of the notice being sent, court proceedings may be initiated relating to the truancy without the required meeting.

Act 239 does allow for up to ten days absence per year for any reason; however, the act requires the parent must excuse the child in writing before the absence.

A student is considered truant when that student is out of school for all or part of one day without an acceptable excuse. A parent or other person in control of a child who fails "to cause the child to attend school regularly" is subject to sanctions (e.g.) fine, imprisonment or responsibility for community work.

Tuition Statements, Payments & Withdrawal

A \$125 registration fee is charged when registering each student and a \$200 tuition deposit is requested per family and applied to tuition. (Note: International Students are assessed different fees than those stated.)

Policy for Tuition Payment and Collection

The Board of Trustees in conjunction with the administration annually determine tuition fees. Three payment options exist for payment and families are asked to choose a payment plan in the FACTS system when tuition statements are issued.

Tuition payment options are:

- 1) Annually- full payment in August.

- 2) Semi-annually- half in August and half in January. A one time \$10.00 fee is added by FACTS for handling.
- 3) Monthly- one tenth of the total amount of tuition paid each month from August to May. A one time \$50.00 fee is added by FACTS for handling.

In extenuating circumstances, a family may require a customized payment plan which could be arranged by contacting the Business office.

Payments can be made by:

- 1) Check covering tuition in one of the payment plans shown above.
- 2) Mastercard/Visa (a 3% processing fee will be added per transaction).
- 3) Automatic withdrawal from your checking/savings account.

All families are required to follow one of the above payment procedures. Records cannot be processed until all tuition and fees are paid in full. **All fees are non-refundable and registration fees are not applicable to tuition.**

Edgewood Campus School is committed to maintaining a low/student/teacher ratio. There is a delicate balance between student enrollment numbers and the commitment needed to meet the financial responsibilities delineated in our School Improvement Plan. **Therefore the following policy is in effect for withdrawal:**

<u>Date of withdrawal</u>	<u>You are responsible for:</u>
After July 15	1st trimester tuition
After August 1	1st and 2nd trimester tuition
After October 15	full year tuition

Collection procedures

An account will be considered past due whenever any outstanding tuition is not in compliance with the payment plan chosen by the family and agreed upon by the business office. Once an account becomes past due, the following procedures may be used:

- 1) Upon notification of the past due account, an approved written plan for payment of the balance owed will be required.
- 2) The party owing tuition may be required to sign a promissory note in order for the student(s) to continue attendance at ECS.
- 3) If a tuition payment check has been returned from the bank for insufficient funds or an account closure, only a cashier's check or cash will be accepted for payment.
- 4) The family owing tuition will be responsible for any charges or fees incurred in the collection process.
- 5) Aggressive collection of any past due amount will be handled by a collection agency or attorney until payment is received.
- 6) Registration for the subsequent school year will not be accepted if the tuition payment plan submitted by the family and agreed upon by the business office is not followed.
- 7) All records including report cards will be held until payment is received.

School Organizations

Athletic Committee

The goals of the athletic program at Edgewood Campus School serve to enrich the students' educational experiences through pride in representing their school, to build teamwork and good sportsmanship, and to promote and help develop self esteem. All students in grades 5 - 8 are encouraged to participate in our athletic programs.

As members of the Madison Area Independent Schools League (MAISL), the students compete in volleyball, basketball, softball and track. An Athletic Committee comprised of Edgewood Campus School parents, faculty and administrators oversee the organization of this program. All coaches are volunteers and include parents, adults from outside our school community who are interested in elementary school athletics, or college students who have experience in a particular sport. A participation fee is assessed for each sport to cover the cost of league fees, equipment, first aid supplies and uniforms. Parents are required to verify health history and to sign a permission form giving consent to participate before the student may begin practice or compete in any games. Athletic Director- Joe Hanson; Assistant Athletic Director- Becca Veinberg.

Home & School Committee

The purposes of the Home and School Committee are to:

- Provide support to administrators, teachers and staff in the educational, social, cultural, and religious dimensions of Edgewood Campus School.
- Conduct fundraising events for the benefit of Edgewood Campus School.
- Promote interaction and unity between the school and families, thereby building community and helping to create understanding and nurture relationships and partnerships.

The fundraising done by the Home and School is a much needed source of income for school improvement. Other projects undertaken by the organization help create a vibrant and responsible community of parents, children, and school personnel. By virtue of having children in school, **all families are members of the Home & School Committee**. Family support and participation in all fundraising events are welcomed and appreciated. Meeting dates of the Home & School are published on the school calendar.

Whom Shall I Contact?

Many times parents/guardians have questions or concerns and are unsure as to whom they should contact at Edgewood Campus School. While everyone at Edgewood Campus School is willing to be of service to you, the following guidelines may be helpful to you. If after making the initial contact you feel you would like more clarification or discussion, contact the next person listed. The President/Principal may always be contacted with questions or concerns.

Question or Concern	1st Contact	2nd Contact	3rd Contact
Academic progress grades 4K-5	Teacher of class	President/ Principal	
Academic progress grades 6-8	Teacher of class	Assistant Principal	President/ Principal
Grading Question grades 4K-5	Teacher of class	President/ Principal	
Grading Question grades 6-8	Teacher of class	Assistant Principal	President/ Principal
Discipline in grades 4K-5	Teacher of Class	President/Principal	
Discipline in grades 6-8	Teacher of Class	Assistant Principal	President/Principal
Course Selection/ Scheduling grades 6-8	Assistant Principal		
Counseling Issues	Homeroom Teacher Counselor	Principal/Assistant Principal	
Athletics	Handbook: co-curricular activities	Athletic Director	President/Principal

Medication Policy

In compliance with the new regulations signed into law in spring of 2010, we have modified our policy regarding the administration of medication to students. Medication may be administered to students under the following conditions:

- 1) The parent/guardian must complete and sign the medication administration consent form. This form includes:
 - a) Student name, date of birth
 - b) Medication name, dose, route frequency, time/conditions, duration
 - c) Reason for medication
 - d) Side effects of the medication
 - e) Name of practitioner
 - f) Parent/guardian signature, practitioner signature (for prescription medication), date

- 2) The parent/guardian must provide all medications.
- 3) Prescription medications must be supplied in a pharmacy labeled container indicating the correct dosage and frequency.
- 4) Non-prescription medication (including cough drops) must be in the original manufacturer's packaging. The label on prescription medications must contain.
 - a) The physician's name
 - b) The student's name
 - c) The name of the medication
 - d) The dosage of the medication
 - e) Instructions for administering the medication

All medication will be administered by designated, trained staff. Students with asthma who use an inhaler may carry their inhaler with them and self-administer their medication if they have filled out the inhaler administration form completely. The student's parent/guardian and physician must sign this form giving the student permission to self-administer the inhaler.

Thank you for your attention to and cooperation with this policy. If the need arises for your child to receive medication, please contact the school office to receive a form.

Parent(s)/Guardian Medication Authorization Form

Student's Name: _____ Date of birth: _____

Address: _____ Grade: _____

As the parent and guardian of the above mentioned student, I give the _____ School District permission to administer the following medication(s) to my child for the following reason or diagnosis:

_____.

Medication/Dosage (mg, cc, ml, etc)	How it is to be given?	How often?	Start Date	Stop Date	Considerations/ Side Effects
1.					
2.					
3.					

As the parent or guardian of the above mentioned student, I will keep the school district aware of any changes in medication(s) profile or health concern of my child.

As a part of the Wisconsin Statute Chapter 118.29, Administration of Drug to Pupils and Emergency Care, school districts are required to have permission from a medical provider and parent to administer medications at school. As part of this authorization form, school district employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.

Parent(s) Guardian Signature: _____

Date: _____

Medical Provider Authorization Form

Student's Name: _____ Date of birth: _____

Student's Diagnosis: _____

Edgewood Campus School is authorized to the give the following medication(s) to the above student.

Daily Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations/Side Effects
1.					
2.					
3.					

As Needed or PRN Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations
1.					
2.					
3.					

As a part of the Wisconsin Statute Chapter 118.29, school districts are required to have permission from a medical provider to administrator medications at school. As part of the authorization form, school district employees may contact the medical provider and parent with

questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above.

Print Medical Provider Name: _____

Date: _____

Medical Provider Signature: _____

Clinic: _____

Phone Number: _____

Asthma Inhaler Administration Authorization Form

Student's Name: _____ D.O.B: _____

School/Grade: _____

Diagnosis: _____

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school district administrator or school nurse.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

____ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.

____ Self-administer asthma relieving medication with access to another inhaler in the health office as needed. Parents will supply health office secondary inhaler.

____ Student needs assistance with administration of their asthma relieving medication with the medication available as needed in the health office.

Drug name:	Dosage:	Route:	Frequency:	Start date:	Stop date:	Side Effects:
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature:	Date:

Parent/Guardian signature	Date:

School Administrator Authorization: _____ Date: _____

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your child is eligible to participate in a school -sponsored activity requiring transportation to a location away from the school grounds. This activity will take place under the guidance and supervision of employees from Edgewood Campus School. A brief description follows:

Name of Event: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Anticipated Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: _____

If you would like your child to participate in the above described activity, please complete sign and return this form by _____ (date) _____

Name of Event: _____

I, _____, the parent or legal guardian of _____ (name of child) hereby request and consent that my child or ward be allowed to participate in the above-described activity. I understand that this event will take place away from the school grounds and that my child or ward will be supervised by the above-named school employee(s) on the above-stated date(s). I consent to the conditions stated above on participation in this event, including the method of transportation. I understand that I am fully responsible and legally liable for any actions taken by my child or ward during the above-described. activity. I also understand and agree that the school and its employees are not liable for any injuries suffered by my child or ward which are not directly attributable to the negligence of the school or its employees.

Date

Parent/ Guardian Signature

