

**EDGEWOOD
CAMPUS SCHOOL**



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

Family Guidebook

2015-2016

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Accredited by the Wisconsin Religious Independent Schools Association
WRISA

Sponsored by the Sinsinawa Dominican Congregation

TABLE OF CONTENTS

INTRODUCTION	PAGE
OVERVIEW	1
PHILOSOPHY & VISION STATEMENT	1
MISSION STATEMENT	2
 DIRECTIVES AND REGULATIONS	
ACCREDITATION	
ADMISSION GUIDELINES	2
AFTER SCHOOL PROGRAM	3
ALLERGIES TO NUTS AND NUT PRODUCTS	5
ASBESTOS MANAGEMENT	5
ATTENDANCE, ABSENCE AND TARDINESS/TRUANCY	5
BLOOD BORNE PATHOGENS/UNIVERSAL PRECAUTIONS	5
CAMPUS BOUNDARY RESTRICTIONS	5
CLASSROOM VISITS	6
CO-CURRICULAR	6
COLLECTION OF FUNDS	6
COMMUNICATION	6
CONDUCT	6-8
CRISIS PLANNING	8
CURRICULUM	8
DAILY DISMISSAL	9
DIRECTORY USE	9
DISCRIMINATION, SEXUAL AND OTHER HARASSMENT	9-11
DRESS CODE	11-13
DRUGS, TOBACCO, WEAPONS OR INCENDIARY MATERIALS	13
ELECTRONICS	13
EMERGENCY CLOSINGS OF SCHOOL	14
ENROLLMENT OF NON-PUBLIC SCHOOL STUDENTS IN EHS COURSES	14
ENROLLMENT OF NON-PUBLIC SCHOOL STUDENTS IN MMSD COURSES	15
EXPULSION/SUSPENSION	15
FAMILY VACATIONS	16
FIELD TRIPS	16
GRADUATION REQUIREMENTS	16
HOMEWORK RESPONSIBILITIES	17
HOMEWORK MAKE-UP DUE TO ILLNESS	17
ILLNESS GUIDELINES	17
IMMUNIZATIONS	18-19

INCURRING EXPENSES	19
LOCKERS	19
LOST AND FOUND	19
LUNCH	19
MEDICATION	20
PHOTOGRAPHY OF STUDENTS	20
PHYSICAL EDUCATION CLOTHING	20
PLAYGROUND RULES	20
REPORT CARDS, PROGRESS REPORTS & CONFERENCES	20-21
SACRAMENTAL PREPARATION	21
SAFETY AND SECURITY	21
SCHOOL HOURS/TRUANCY (SEE ATTENDANCE)	21
SERVICE PROJECT WORK	22
SKATEBOARDS	22
STUDENT RECORDS CONFIDENTIALLY	22
SUPERVISION	22
TEXTBOOKS	22
TORNADO WARNING	22
TRAFFIC, DROP OFF AND PICK-UP PROCEDURES	23-24
TRUANCY (SEE ATTENDANCE)	24
TUITION STATEMENT AND WITHDRAWAL	24-25
TUITION PAYMENT AND COLLECTION POLICY	26
SCHOOL ORGANIZATIONS (PARENTS)	
ATHLETIC COMMITTEE	26
HOME AND SCHOOL ORGANIZATION	27
WHOM SHALL I CONTACT	27-28
FORMS	
MEDICAL USAGE POLICY AND FORM	29-32
INHALER PERMISSION FORM	
FIELD TRIP PERMISSION FORM	
VOLUNTEER DRIVER FORM	

As a Catholic School, we believe:

2

- 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, a respect for others, and a concern for all creation.
- that the richness of our Sinsinawa Dominican heritage provides the foundation for life-long 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.

Vision Statement

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

OUR MISSION

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.

ACCREDITATION

Edgewood Campus School commits to educational excellence and substantially exceeds the standards set for accreditation by the Wisconsin Religious Independent Schools Association (WRISA). 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 religion 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.

The school may apply discretionary exceptions to these priorities in favor of fostering values of social justice and personal spiritual development.

- 3) In most cases, Wisconsin state guidelines for age will be followed in the admissions process.

- 4) 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.

- 5) 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.

- 6) 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.

7) The first year of admission is probationary for all students.

AFTER SCHOOL PROGRAM

4

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.

The hours of operation are:

Monday 2:00 - 5:30 p.m.
Tuesday - Friday 2:45 - 5:30 p.m.

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

ALLERGIES TO 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 mom 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 child 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. If a product is brought in with nuts, it will be removed and available for pick up after the event.**

c. Parents with allergic children will have opportunity to inspect all products prior to event

d. 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 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

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: ABSENCE, TARDINESS, LATE ARRIVAL, 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, that 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- This terminology aligns with Teacherease labels.

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 either in the middle school or in the grade school office.

*must leave school before the time of 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 they will be marked 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 six, seven and eight 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

7

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: 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.

COLLECTION OF FUNDS

All organizations and classrooms (staff) will collect monies or items of monetary value only after approval of the administration. The office will supervise a calendar of said activities.

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.

CONDUCT OF STUDENTS

Edgewood Campus School nurtures your potential to learn to think critically and independently. Each individual has the right to a school environment that affirms health, safety, and personal dignity.

At Edgewood Campus School our behaviors and interpersonal relationships reflect the Gospel message and Catholic beliefs. At Edgewood Campus School we:

- Respect each other;
- Do what is right because it is right;
- Stop doing inappropriate behaviors that offend or bother others.

There are certain types of behavior that are not acceptable in a Christian learning center. They include: chronic lack of effort and work; disregard of school and/or classroom rules; violations of the dress code; reported class disruptions; verbal disrespect or insubordination toward

8

faculty; fighting with fellow students; verbal aggression toward other students; damage or defacement of school property; stealing. A Harassment Policy included in this Handbook addresses specific procedures and consequences if student behavior includes discrimination or sexual or other types of harassment.

Expected behaviors at Edgewood Campus School include:

Sharing a positive attitude toward school and school work and putting forth one's best efforts.

Following school and classroom rules.

Dressing according to the school dress policy.

Respecting others by being courteous and considerate.

Respecting the property of others.

Using appropriate language.

If cell phones are brought to school, they are to be kept in the lockers (grade 3-8). In grades 4K to 2, phones are to be given to the teacher to hold for the day. Phones must be turned off during the school day. Parents should call the office if they need to get a message to their child. Parents should not call or text their child on the child's phone during the school day. Cell phones and other electronics not belonging to the school may be used if approved by the teacher for a specific assignment.

In addition:

Hats are to be worn outdoors only.

Gum chewing is not allowed on school grounds.

Food is not eaten during instructional time, on the playground, or walking on Campus.

Personal electronic equipment is not allowed.

Consequences of inappropriate behavior are:

a. Correction of the inappropriate behavior. Students may recognize the inappropriate behavior and promptly rectify the situation.

b. A logical consequence for the inappropriate behavior. Immediate consequences often rectify the situation. The teacher may choose these consequences, or request a letter from the student explaining the inappropriate behavior and suggesting a logical consequence for the offense. This letter is discussed with the teacher and kept on file. The suggested consequences for the behavior may be accepted, modified, or replaced at the teacher's discretion.

c. A conference with teachers, student and parents is appropriate for more serious offenses or repeated infractions. This conference may be by phone or in person, at the teacher's discretion. The goal of the conference is to identify solution(s) so that behavior does not continue. The solution(s) must be put in writing by the student and signed by the parent/guardians. If these steps have not succeeded in resolving the issue(s), the matter will be referred to the administration.

d. Six, seventh and eighth graders may be given a violation for a persistent or serious infraction. After 3 violations, an after-school detention will be served. After 9 violations, a student will be required to serve an "in-school" suspension.

Consequences of more serious or of illegal actions - such as endangerment of the health or safety of others - will result in more immediate correction depending upon the offense, and at the discretion of the teacher/principal.

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 affective social, physical and spiritual needs. The textbook is only one of many resources used in the implementation of the curriculum.

The RELIGION 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 iPads 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.

DIRECTORY USE

The Edgewood Campus School Parent - Student Directory is for the private use of Edgewood Campus School families and should not be sold or shared for business or promotional use.

DISCRIMINATION, SEXUAL AND OTHER UNLAWFUL HARASSMENT

Edgewood Campus School and all those associated with the school are committed to providing a working and learning environment free from all forms of discrimination, harassment or intimidation. Harassment is a form of misconduct demeaning to another person and it undermines the integrity of the education and employment relationship. Edgewood Campus School will not tolerate any form of harassment. Such conduct can be the basis for disciplinary action, including student expulsion or employee dismissal. This policy applies to all Edgewood Campus School employees, students, volunteers, vendors and visitors.

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 characteristic (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 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: 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. Online harassment will not be tolerated in school or out of school. Remember, behavior can be considered harassment even if that was NOT the intent. If that is how it is perceived, then it must be treated as such.

Harassment Reporting/Disciplinary Procedures.

1. 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.

2. 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.

3. 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.

4. 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.

5. 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 my 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 come to the top of the knee.	Yes	Yes
Shirts or sweatshirts w/athletic team, college, student clubs, or team logos.	Yes	Yes
Athletic shorts that go to the top of the knee.	Gym Class Only	Gym Class Only
Dresses, skirts, skorts- must come to the top of the knee.	Yes	Yes
Leggings can be worn with a knee length skirt only (not alone).	Yes	Yes
Cotton/Twill or denim jean pants- not too loose or too tight. Seek a good fit for range of motion activities. Capri pants are acceptable.	Yes	Yes
Safe shoes including athletic shoes and sandals	Yes	Yes

with back straps.		
Caps, hat, or dark sunglasses inside the school	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, racer back , 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 fashion logos.	No	No
Camouflage clothing	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

13

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

All clothing worn for DRESS UP DAY should be modest and follow the same guidelines as regular school day clothing.

PHYSICAL EDUCATION CLOTHING

Athletic shoes with non-marking soles must be worn for gym classes. A separate pair of shoes should remain at school for gym class. See PE clothing guidelines above.

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 on to the school grounds 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
- Expulsion
- Out-of-School suspension
- Police Referral

ELECTRONICS

Students in grade 6-8 will be issued a school-owned iPad at the beginning of the year for their use 24/7. All other electronics including cell phones, cameras, ipods, CD players or hand-held games, are to be kept in the locker (grades 6-8) during school hours. If a student in grade Pre-K through 5th has one of these items, it should be turned in to the homeroom teacher for safe keeping during school time. 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.

If iPad use is allowed by the teachers on long bus trips, appropriate use will follow the technology and general school conduct expectations. A technology use agreement is signed by each student every year and compliance is expected.

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

The Campus School will not be responsible for lost or stolen cell phones, cameras, earphones, iPods or tablets other than school owned iPads. THESE ELECTRONICS WILL BE TAKEN AWAY IF SEEN OR USED ANYWHERE IN SCHOOL OR ON CAMPUS DURING SCHOOL HOURS.

For the safety of locker contents, middle school students are NOT allowed to give out their locker combinations to anyone.

EMERGENCY CLOSINGS OF SCHOOL

When morning weather conditions are such that the school might be closed, you will be notified by phone via the School Reach program. 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 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 advance 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.

ENROLLMENT OF EDGEWOOD CAMPUS SCHOOL STUDENTS IN MMSD CLASSES

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

1. Parents of non-public 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 such 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.

2. 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 such 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.

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.

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 EXPECTATIONS

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

17

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.

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

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.
PLEASE SEND A NOTE FROM HOME UPON THE RETURN TO SCHOOL AFTER ILLNESS.

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 vomits 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:

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

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

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.

19

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 preauthorized by the President/Principal. 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. Middle School students are instructed NOT to give out their lock combination to anyone.

LOST AND 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 DePaul on the last day of each quarter.

LUNCH

Lunches are eaten in the balcony of the Edgedome in 20 minute periods between 10:50 and 12:15. Hot lunch menus are prepared monthly and sent home with students and/or provided electronically. Please adhere to the due date on the form when placing your order. Late lunches may not be accommodated. 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 and Tylenol) **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 prohibit the school from presenting their children in photographs, videos, newspaper articles, slide presentations, pamphlets or other public displays. Parents who do not wish to have photographs of their children used publicly are asked to send a letter to this effect to school, to the attention of the Development Director.

SOCIAL MEDIA

Please notify Sally Drea or Anne Palzkill if you would NOT like your child's image posted on our school Facebook page. 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 tennis shoes during physical education classes. Shoes should be marked with the student's name. They can be kept in school lockers or carried to and from school. Students arriving for class without tennis shoes forfeit participation in physical education for that day. See School Dress Code.

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 farboundary 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 woods/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-8: If a student needs to leave the playground the supervisor will call the office on the walkie-talkie.

Play should be age appropriate. Fighting is never appropriate. Sticks stay on the ground. Playing on snow mounds is not allowed. Consequences will be time-outs unless the violation is serious enough to warrant other actions.

REPORT CARDS, PROGRESS REPORTS, CONFERENCES

Student report cards are issued four times a year (grades 1-8). 4K and 5K children receive a report card twice during the school year. Mid-quarter progress reports are prepared for students in grades 4-8 and may be viewed at Teacherease.com.

Mandatory parent-teacher- student (grades 2-8) conferences are scheduled once a year. Parents may consult with a teacher whenever there is a concern. It is best to make an appointment by phone or email to schedule a conference. 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 teacher or parent, second semester progress conferences may be scheduled during the first two weeks of February.

SACRAMENTAL PREPARATION

The preparation for second 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 sacrament 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 AND SECURITY AT EDGEWOOD CAMPUS SCHOOL

As part of the Edgewood Campus School safety plan, all parents, visitors and volunteers are asked to sign in at the office. All persons who will spend time in the building are asked to wear an ID 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 Kindergarten	8:00 – 2:45 (T-F) 2:00 (M)
K-5 All day	8:00 - 2:45 (T-F) 2:00 (M)
Grades one through five	8:00 - 2:45 (T-F) 2:00 (M)
Grades 6, 7 & 8	7:55 - 2:45 (T-F) 2:00 (M)
After School Program	2:00 - 5:30 (M) and 2:45 - 5:30 (T-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.

In the middle school, 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. Students in the 7th and 8th grade are required to give a minimum of 10 hours of community service each year. Further instruction will be given in religion class.

SKATEBOARDS, ROLLERBLADES AND 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 fifteen minutes after dismissal time will be placed in 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 WARNING

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, PARKING, DROP OFF AND PICK UP PROCEDURES

THE MAIN ENTRANCES TO THE CAMPUS 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 and picked up in front of Edgewood High School. Use the entrance from Monroe Street (**NOT** the one with the traffic lights) and use the circle drive.

Siblings of middle schoolers who are in grades 4-5 may also be dropped off and picked up in front of Edgewood High School. They will need to walk down to the Campus School or up to the high school on their own. 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. None of the high school parking lots by the college dorms are to be used by Campus School families. If our lot is full, seek a parking place in the college parking ramp.

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 in the college lot. 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 even 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 come in 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 absences 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 PAYMENT AND WITHDRAWAL POLICY

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.)

The tuition payment policy is as follows:

- Payment of tuition for the first semester of school is due August 5; payment for the second semester is due in January.

Semester payment can be made by:

- Check covering tuition for the semester

- Master Charge/Visa (a 3% fee will be added per transaction)
- Five post-dated checks per semester - dated accordingly.
(If post-dated checks are used, a \$5.00 fee per month will be added to the tuition for handling).
- . Monthly automatic withdrawal from your checking account.
- There will be a \$10 fee charged for checks returned NSF.
- All families are required to follow one of the above payment procedures.
- Records cannot be processed until 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	first quarter tuition
After August 1	first semester tuition
After October 15	full year tuition

Policy for Tuition Payment and Collection (approved by the Board of Trustees 2/10/98)

Tuition payment

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

Payment options are:

1. In full.
2. By the semester: half in August and half in January
3. Monthly: one tenth of the total amount of tuition paid by the 5th of each month from August to May. A \$5.00 fee is added monthly for handling. If this plan is chosen, five post-dated checks are requested for semester I in August, and five post-dated checks are requested in January for semester II.
4. By credit card: payment using Mastercard or VISA. This plan may be used to pay tuition by the semester or quarterly. A 3% fee is charged to use this plan.

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

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 are 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 eligible students in grades 5 - 8 are encouraged to participate in the athletic program. 4th graders may participate in the Spring Track program. Other exceptions may occasionally be made to fill rosters.

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.

HOME AND 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 fund-raising 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 and School Committee.** Family support and participation in all fundraising events are welcomed and appreciated. Meeting dates of the Home and 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 CONTACT OR CONCERN	1ST CONTACT	2ND CONTACT	3RD
Academic progress in grades 4K-5	Teacher of the class	President/Principal	
Academic progress in grades 6-8	Teacher of the class	Assistant Principal	President/Principal
Grading Question 4K-5	Teacher of the class	President/Principal	
Grading President/Question 6-8	Teacher of the class	Assistant Principal	Principal

Discipline in Grades 4K-5	Teacher of the class	President/ Principal	
Discipline in Grades 6-8	Teacher of the class	Assistant Principal	President/ Principal
Course Selection/ Scheduling Grades 6-8	Assistant Principal		
Counseling President/ Issues	Homeroom Teacher or School Principal Counselor	Assistant Principal	
Athletics President/ Principal	Guidebook (co-curricular issues)	Athletic Director	

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:
 - Student name, date of birth
 - Medication name, dose, route frequency, time/conditions, duration
 - Reason for medication
 - Side effects of the medication
 - Name of practitioner
 - 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.
5. The label on prescription medications must contain:

- The physician's name
- The student's name
- The name of the medication
- The dosage of the medication
- 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 change. If the need arises for your child to receive medication, please see the Receptionist in the office for the proper forms.

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 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 administer 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 Signed

Signature of Parent or Legal Guardian

Edgewood Campus School, Inc.
829 Edgewood College Drive
Madison, WI 53711
608-663-4100
608-663-4101 (FAX)

Dear Edgewood Families,

Adherence to the policies and procedures in the **Edgewood Campus School, Inc. Guidebook** is a necessary condition of enrollment at Edgewood Campus School. Parents and students must read the handbook and agree to follow the school policies, procedures, mission and philosophy. Reviewing this Guidebook with your child/ren further emphasizes your support of and partnership with Edgewood Campus School. Please share this Guidebook as a family and return this completed form to school by October 9, 2015.

Name of parent or guardian

Student's name(s) and grade(s)

I/we have read this Edgewood Campus School Guidebook and discussed it with my child/ren. We understand the contents, and will comply with Edgewood Campus School policies and procedures.

Parent/Guardian Signature(s):

Date: _____

Student signature

Student signature

Student signature

Student signature

