

EAGLE SCHOOL

Family HANDBOOK

EAGLE School ❖ 5454 Gunflint Tr. ❖ Madison, WI 53711

Phone: (608) 273-0309 ❖ FAX: (608) 273-0278

To report an absence, call 273-0309 before 8:45 AM

www.eagleschool.org

Office Hours: 8:00 AM to 3:30 PM on school days
School Hours: 8:25 AM to 3:10 PM, Monday – Friday

School's Mission

EAGLE School of Madison is an independent school operated by a nonprofit corporation and funded through tuition and grants. EAGLE School is dedicated to serving the educational needs of gifted and talented children, kindergarten through eighth grade, in the greater Madison area. The school began operation in the fall of 1982. Classes follow a calendar and daily schedule similar to those of the Madison public schools, but with some modifications.

In addition to encouraging the utmost development of each child's academic and creative potential, the school's program stresses the importance of self-confidence, self-esteem, and the valuing of one's own and others' unique abilities. The school fosters an environment in which students are taught

- to absorb the basics of human knowledge as tools for dealing with the present and the future,
- to see problems, ask questions and deal with uncertainty,
- to experiment with many methods of problem solving, research and creative expression,
- to think and learn independently.

EAGLE School does not discriminate against any person on the basis of gender, race, color, creed, religion, sexual orientation, political persuasion, or national or ethnic origin in matters of administered services, employment, or admissions and tuition assistance policies.

**The information in this handbook is considered privileged and confidential.
It should not be shared with anyone outside the school.**

EAGLE School's Expectations of Students

Respect and Responsibility

Students are expected to

- ◆ treat everyone with kindness and respect, as you would wish to be treated.
- ◆ be welcoming and friendly to each other in all situations. (Cliques, and other exclusive behaviors are not welcome at EAGLE.)
- ◆ address everyone respectfully, using the name or title preferred by each student or teacher. (Use of derogatory terms or name-calling is not tolerated.)
- ◆ dress sensibly, neatly, and appropriately. (Please see Clothing Guidelines.)
- ◆ use respectful and appropriate language at all times.
- ◆ be honest and trustworthy in actions as well as words.
- ◆ be creative problem solvers and peacemakers.
- ◆ allow others to express feelings and opinions without interrupting.
- ◆ not interfere with another person's learning.
- ◆ handle all school property and the property of others with great care. (This includes the school building as well as books, furniture, equipment, etc.)
- ◆ keep lockers neat and clean, with all belongings fitting securely inside the locker; name tags must be left alone.
- ◆ help keep all shared spaces neat and clean.
- ◆ not chew gum.

Physical aggression is unacceptable behavior and may result in suspension from school.

The use of alcohol, cigarettes, and other illegal drugs anywhere and at any time will result in suspension or expulsion.

Academics

Students are expected to

- ◆ come to class ready to learn and equipped with needed materials including books, notebooks, binders, pencils, and assignment notebooks.
- ◆ listen actively and attentively to the teacher and to other students.
- ◆ try honestly before seeking help, but also seek help when in need.
- ◆ be ethical and honest in relation to all assignments. (Plagiarism is unacceptable; always give credit to the original author.)
- ◆ turn in all assignments completed and on time; assignments must be a student's own work.
- ◆ be responsible for promptly making up missed work.
- ◆ assume the teacher has valid reasons for content and methods of teaching.
- ◆ strive to do your best, not the best.

Safety

Students are expected to

- ◆ remain in supervised areas throughout the day.
- ◆ walk slowly and safely through the halls and walkways.
- ◆ wait for classrooms to clear before entering.
- ◆ Use all furniture and equipment in a safe manner. (Chairs should have all four legs on the ground.)
- ◆ Leave potentially dangerous or distracting items at home (including video game players, trading cards, and weapons).

- ◆ Follow all safety rules related to the use of electronics.

Stairs and Hallways

Students are expected to

- ◆ keep hallway areas clear for others to pass.
- ◆ walk safely down the stairs by staying to the right, holding the railing, and not skipping any steps.
- ◆ refrain from dropping/throwing things down the stairs.

Restrooms

Students are expected to

- ◆ use the facilities properly and help maintain them in good condition.
- ◆ leave no marks on any surfaces in the bathrooms.
- ◆ respect the privacy of others.
- ◆ use only the side designated for their gender, one person per stall. (A gender neutral bathroom is available near the Reception Office.)

Before and After School

Students are expected to

- ◆ arrive and depart on time and to await rides in a safe and orderly manner on the porches, playground, or sidewalks. (Please see Transportation and Parking Guidelines.)
- ◆ use the sidewalks, not the grass, rock wall, flower beds, or bio-retention areas as the route to a ride or home.
- ◆ be especially careful when crossing the parking lot.
- ◆ leave only when accompanied by a parent or guardian unless a plan for departure via bike or walking has been shared with the office.
- ◆ be matched up with a parent or guardian at whistle time (3:25 PM) on the back playground.
- ◆ come inside and wait at the front doors if a parent or guardian has not picked them up by whistle time (3:25 PM).
- ◆ not play on the playground unsupervised.
- ◆ participate appropriately in Early Bird Gym or after-school programs.

Playground

Students are expected to

- ◆ behave safely, courteously, and with consideration for others at all times.
- ◆ include any interested students in a game or activity; exclusive behavior is not acceptable.
- ◆ share use of all play equipment and be responsible for returning balls or other equipment used.
- ◆ stay in the designated playground area at all times.
- ◆ respond immediately and respectfully to directions or requests from supervisors (parents, teachers, and staff).
- ◆ tag only by touching and not pushing, pulling, dragging, or lifting others.
- ◆ refrain from throwing sand, rocks, sticks, snowballs, or anything that might injure someone.
- ◆ refrain from digging (unless for a supervised science or landscape project).
- ◆ use playground equipment for its designated purposes only. (Climbing on the very top of the play structures is not permitted.)
- ◆ refrain from climbing on trees, light poles, or the basketball hoops.
- ◆ respect and help care for the landscaping and building structures.
- ◆ play on the playground only at supervised times.

Playground – Winter

Students are expected to

- ◆ wear warm jackets, hats, gloves/mittens; boots and snow pants are required for sledding.
- ◆ share and take turns with the sleds.
- ◆ sit and face forward while sledding. (Larger sleds may accommodate 2-3 students, but trains of multiple sleds are not permitted.)
- ◆ refrain from throwing snow.
- ◆ share spaces created by snow including forts, walls, hills, etc.
- ◆ use sleds provided by school; personal sleds should remain at home.

Lunchroom

Students are expected to

- ◆ follow the direction and rules of the parents in charge, respectfully and without argument.
- ◆ sit at designated tables, when assigned, and welcome anyone who wishes to sit at their table.
- ◆ bring their own napkin and utensils, including spoons.
- ◆ use no more than one straw per day.
- ◆ eat only their own lunch.
- ◆ use polite table manners and appropriate meal-time language.
- ◆ remain seated while eating quietly.
- ◆ refrain from throwing, shoving, or tossing anything, especially food or trash.
- ◆ clean up after themselves and help with table wiping and floor sweeping as directed.
- ◆ leave the lunchroom only when dismissed by an adult.

Field Trips and TGIF Activities

Students are expected to

- ◆ be especially courteous as representatives of our school, which includes being orderly, staying with the group, listening attentively, and keeping hands and feet to yourself.
- ◆ behave appropriately on the bus by staying seated, speaking only to the person beside you, keeping all parts of your body inside the bus, leaving bus windows alone, and being quiet at railroad crossings.
- ◆ be thoughtful of others and considerate of the environment.
- ◆ listen and participate appropriately, which includes raising a hand to ask a question, lowering a hand while the speaker is talking, and refraining from speaking or interrupting others.
- ◆ express appreciation to the people who have taken time to do something for you.

Expulsion Procedures/Policy

While it is fortunately a very rare occurrence, EAGLE School of Madison must reserve the right to expel students at its discretion. Expulsion is permanent and is imposed only for offenses deemed serious.

A student expulsion may occur as a result of the conduct of the involved student, or of that of the student's parent(s) or guardian(s), if the conduct under consideration fundamentally disrupts the school's ability to meet its educational mission or creates a danger for the staff or students of the school.

The decision to expel a student is made by the Director whose decision will be final. Whenever practical, the decision will be made with input from the school's guidance counselors and the student's teachers.

When the conduct involves ongoing behavioral issues, the Director will first send written notice to the student's parent(s) or guardian(s) warning that the student's expulsion is being considered if certain conditions are not met. The parent(s) or guardian(s) will be given an opportunity to meet with the Director to discuss how best to address the concerns and how the student may best meet the conditions required for continued success at EAGLE. If, after such a meeting, or if the parent(s) or guardian(s) decline to meet with the Director, the conditions are not met, the school reserves the right to expel the student without further notice.

If the situation is such that, in the discretion of the Director, action must be taken immediately to preserve a functioning and safe school environment, the expulsion will occur without notice to the parent(s) or guardian(s). The school will then send the parent(s) or guardian(s) a written notice explaining the bases for the decision. The parent(s) or guardian(s) will be offered an opportunity to meet with the Director to discuss the decision; such a discussion should not be considered as an opportunity to appeal the decision.

Nothing herein shall prevent the school from immediately and indefinitely suspending a student without notice. The decision to suspend will be discussed with the parent(s) or guardian(s) as soon as reasonably practical. As a result of such discussion, or if the parent(s) or guardian(s) decline the invitation to discuss the suspension, the school may impose conditions on the student's return to school or may convert the suspension to an expulsion.

In the event that a student is expelled, the guarantor(s) of payment will be relieved of any further financial obligation as of the 1st day of the month following the month in which the expulsion occurs. Any tuition for the month in which the suspension occurs, as well as all prepaid building fees and field trip expenses will be forfeited.

General Information

Arrival Time – Students are encouraged to arrive between 8:00 and 8:20 AM. Students are not allowed in the halls before 8:00 AM. Students arriving between 7:40 and 8:00 AM must enter through the Commons doors and remain in the Commons under teacher supervision until 8:00 AM. School begins promptly at 8:25 AM; tardiness is strongly discouraged. Students arriving after 8:25 AM must sign in at the Reception Desk.

Attendance – Students are expected to attend school regularly unless prevented by illness or for family or religious reasons. Parents should **call** the school by 8:45 AM when a child is not going to be in school. (An email to a teacher does not take the place of a phone call to the office.) A child who is not feeling well should not be sent to school, especially if the symptoms include sore throat, fever, or stomach ache. Children with symptoms of impetigo or head lice are required to have medical clearance before returning to school.

Leaving During the School Day – Please observe the following procedure:

- Send a note, email, or call the office to let us know what time you will pick up your child.
- Email affected teachers to let them know that your child will not be in class.
- Get to school about five minutes in advance and notify the receptionist of your arrival.
- Let your child know what time you will arrive, but do not ask him or her to leave class to meet you.
- Office staff will call your child out of class via the intercom; he or she will not be dismissed until called by the office.
- Sign out your child at the Reception Desk.
- If your child returns later in the day, he or she should sign in at the Reception Desk.

Planned Absence – Parents must notify teachers and the office well in advance of any planned absences. Students are responsible for making up missed work and should request work in advance from all teachers. While we recognize the value of travel for educational and family purposes, it is impossible to recapture all that is missed during class discussions, projects, labs, and studio time. The pace at EAGLE is accelerated, and missing school presents challenges for both the child and the teachers. Traveling during regular school breaks is best.

Building Access – During the school day all exterior doors are locked. Everyone must enter using the main entrance near the office. Parents are given an access code to be used on the keypad located near the door. Other visitors must use the intercom near the door to request access from office staff. Parents should not share their access code or hold/prop a door open for others.

Bus – EAGLE parents organize morning and afternoon bus routes. Bus information is published in the summer Aerie-Gram. Route information is shared by the parent bus coordinators listed in the Aerie-Gram.

Clothing Guidelines – Students are expected to dress sensibly, neatly, and appropriately for school. Clothing should be safe (no tripping hazards) and adequate for the weather (warm clothes and boots in winter). Snow pants and boots are required for playing in the snow. Clothing should not be a distraction to learning or overly revealing. Such apparel (inappropriate pictures, offensive words, spaghetti straps, or skin showing at the waist) is not acceptable. Because styles change, and clothing – particularly for teenagers – may be a form of personal expression, parents should take time to discuss with their children appropriate dress for specific situations. Caps and hats are allowed in most classrooms but may not be worn on field trips to indoor venues. Students should have a clean pair of gym shoes; it may be wise to store an extra pair at school.

Conferences and Student Progress Reports – Academic and behavioral progress is reported to parents on a quarterly basis. Conferences between parents and teachers are held at the end of first and third quarters, and written reports are sent home at the end of second and fourth quarters. Other conferences are scheduled and reports sent home as needed for individual students. The school staff will request the assistance of parents in providing for special academic or counseling needs.

Discipline and ‘the Bench’ – Expectations for students and behavior are included in this handbook, and teachers create, discuss, and post their specific classroom rules. Staff members follow a common ‘warn, move, remove’ discipline procedure, and many teachers of younger students use a visible checkmark system to record warnings and serve as a reminder. The final discipline step, known as ‘the bench,’ is a visit to the director’s office, where a student will discuss the offending behavior with the director, determine a plan for improvement, and commit that plan to writing. Emphasis is placed on the student taking responsibility for the behavior, accepting any consequences, and formulating a positive action plan for the future.

Dismissal Time – Students are dismissed at 3:10 PM and should be picked up no later than 3:25 PM unless an emergency has occurred. Please call the school to inform us of any emergency situation. Promptness is greatly appreciated. At 3:25, all students waiting to be picked up will be taken to the doors near the Main Office. At 3:30, all students who are still waiting for their ride will move to the Multi-Purpose Room (back entrance) to join Study Club, and parents will be charged a \$12 per hour fee.

Early-Bird Gym - The gym is supervised from 8:00 to 8:20 AM; all students are welcome to participate in games and activities.

Food: Lunch, Milk, and Break – Students must bring their own lunches and may purchase milk (individual half-pints) through the school if parents place an order at the beginning of the school year. Non-fat white or low-fat chocolate is available. Students should not bring caffeinated or red beverages to school. Families may choose to participate in the weekly hot lunch fundraiser. Instructions for ordering will be

emailed with the first Aerie-Gram in September. Proceeds from the hot lunch fundraiser go toward the 8th grade trip to Washington D.C. The program is run completely by parent volunteers. Students are encouraged to bring a small snack for morning and/or afternoon break times. Students may bring a re-sealable water bottle with them during the day to be used at the discretion of the teacher.

Homework – Homework is a regular and expected part of EAGLE School for most grades, and students in the Intermediates through 7/8s are expected to use and maintain their own assignment notebooks provided by the school. Many teachers post assignments and project overviews on Thinkwave. Students are expected to turn in all assignments completed and on time, and all assignments should reflect a student's individual work and effort only. Students begin learning appropriate citations and recording references in Intermediates. Older students often have assignments given over a period of several days, which allows flexibility in scheduling around the many extracurricular activities in which our students participate. Teachers should be notified immediately if there are legitimate, extenuating circumstances that interfere with the completion of homework assignments. Students with significant, outstanding late work may be held in for recess and miss TGIF activities at the end of the week to catch up.

Immunizations – State law requires that our students be immunized at the appropriate ages against diphtheria, whooping cough, tetanus, both kinds of measles, polio, mumps, varicella (chicken pox), and hepatitis. The dates of these immunizations must be on file for each student. It is the policy of EAGLE School to require students to have the state required immunizations for school age children except for doctor-certified medical reasons or parent-certified religious convictions. For their own protection and the protection of others, students who are not immunized will not be allowed to attend school if any of the above diseases occur among EAGLE School students or their families.

Physical Education – Gym class meets twice a week. Participation, not perfection, is our motto. On gym days, students must wear shoes and clothing appropriate for physical activity. If any limitation on physical activity is necessary, a written note from home is required.

Recess – All students are expected to play outside daily at recess except in cases of severe weather or with a written excuse from a parent or doctor. Adequate cold-weather clothes, including boots, are needed every day during the winter. Snow pants and boots are required for children playing in the snow. When the outside temperature or wind chill drops below zero degrees, children will have recess indoors.

Report Cards – Please see Conferences and Student Reports.

Scholarship Program – In 1984 EAGLE School established an endowment fund for scholarships. The fund is now maintained by the Madison Community Foundation. Income from the Endowment Fund is supplemented each year by donations to the Scholarship Fund from individuals, as well as from EPO fund raisers. Parents who cannot send a child to the school without financial aid should request a scholarship application at the time of admission or contract renewal.

Study Club – Study Club is a teacher-supervised after-school option, offering an hour of quiet study time in the Multi-Purpose Room from 3:25 to 4:30 PM, followed by an hour of recreation time outdoors or in the gym from 4:30 to 5:30 PM. Registration takes place online. Information regarding registration is emailed to all families in mid-August. Parents may choose any combination of days at a cost of \$12 an hour (\$10 if registering two or more days in advance). Students may participate for the first hour, the second hour (if participating in another school activity earlier), or both hours. Students must be picked up on time.

Technology Policy – All students and parents must read, sign, and return the EAGLE School Internet Usage Agreement, which details our technology policy and expectations. Students must use school-provided email accounts at school and for any school projects or other school-related purposes. Students must use computers and other technology only as directed by the teacher and for school-related purposes. Students found in violation of these policies may lose computer or internet privileges. Students who choose to bring their own personal

technology to school (eReaders, tablets, laptops, cell phones, iPods, etc.) may do so at the discretion of the teacher, and the school is not responsible for lost or damaged items.

Telephone Calls, Cell Phones, and Messages to Students – If you need to get an important message to your child during the school day, you may call the school office. If your child becomes ill during the day, we will call you. In the event that an after-school activity is cancelled, students may use the telephone in the Reception Office or ask permission to use their cell phones in the reception area only. 4/5 and older students may use cell phones and MP3 players to listen to music through headphones during QRTs but may not use them for any other purpose. During breaks or lunch, a student may ask permission to use a cell phone to check for a message from home. All calls must be made from the reception area.

Transportation and Parking Guidelines – Safety is our number one concern in our parking lots. Guidelines have been established to keep students safe and provide an efficient system for drop-off and pick-up. Please read the guidelines (found at the end of this section) and follow all established rules for traveling in our parking lots.

Transportation Reimbursement – Madison, Oregon, Verona, and Monona residents, whether driving to EAGLE or using the bus, may request transportation reimbursement from their public school district. Policies vary across districts, so parents should contact their local district office for more information on how to file. Each district offers a maximum reimbursement amount per semester based on their district's cost of busing public school students.

Tuition Payments – When parents sign a contract with the school, they choose a tuition payment plan: annual, semester, monthly automatic fund transfer, or monthly pre-dated checks. If a payment is not made by the first of the month in which it is due, a late fee of \$10 is assessed. A non-refundable deposit toward the following year's tuition is payable on March 1st.

Volunteering – The school has both a tradition and a philosophy that says parents should be actively involved in their children's education by volunteering a minimum of an hour's time per month. Most of our parents find this commitment quite enjoyable and give far more than the required minimum. An attempt is made to match the parent's talents and interests with the volunteer job. Please see more about the importance of volunteering and volunteer options in the EPO Handbook.

Weather-Related School Closings – In most instances, our school will follow the decision of the Madison Public Schools in the matter of closing due to dangerous weather conditions. You will receive a phone call, text message, and/or email from **One Call Now** if a decision is made to cancel school. Channels 3, 15, and 27 will all post EAGLE School closing notices; parents should watch carefully for 'EAGLE School of Madison' on the list rather than calling the school. Decisions are usually made and announced via One Call Now and on the T.V. by 6:30 AM. We have never closed school in the middle of the day.

School Photos – Early in the school year, a professional photographer comes to the school, and individual portraits are taken of each student for the yearbook. Parents are given ordering information and the option to purchase pictures directly from the photographer. All students will have their picture published in the yearbook, even if pictures are not purchased from the photographer. The school receives a commission on all photo purchase.

Policy of the Board of Directors of EAGLE School

While input and advice are accepted and sometimes solicited from parents, teachers, students, and other interested parties, all decisions regarding the administration of the School, its staff and its students, and all curricular and extracurricular activities associated with the School, are ultimately within the authority of the Director. Any grievance concerning the Director's performance may be made by submitting a written summary of same to the Board President. Contact information is available in the office.

Current School Board Members: Mary Olsky (President), Guy DuBeau (Vice President), John Stoneman (Secretary), Steve Reuschlein (Treasurer), Bob Hamers, Wendy Johnson, Ann Larson (teacher liaison), Rob LoBreglio, Carole Mason, Dr. Mark Olsky, Steve Sauer, Dave Sebastian, and Rita O'Connor.

Transportation and Parking Guidelines

Please read and observe the following guidelines to help promote safety and efficiency in transporting students to and from EAGLE School.

Choose your Route

- To minimize traffic on Glacier Valley, please approach EAGLE School from Fish Hatchery Road using E. Cheryl Parkway and Woods Hollow Road. If you choose to use Glacier Valley, please enter Glacier Valley south of the PD/Fish Hatchery Road intersection, or when leaving school using Gunflint Trail, turn left onto Glacier Valley and proceed to Fish Hatchery Road. Speed bumps on Glacier Valley are a not-so-subtle-reminder to slow down.

Obey the Speed Limit

- Please observe the 25 m.p.h. speed limit on Glacier Valley Road. This speed may feel excruciatingly slow when you're running late, but keeping your speed down helps maintain a safe environment and respects neighborhood residents. Do not enter our parking lots if you do not have time to drive slowly and watchfully. Do not exceed 5 m.p.h. in the parking lots.

Front Traffic Circles

- Each front traffic circle is reserved for immediate pick-ups and drop-offs only. Vehicles may not be left unattended in the circle during the school day. Should you need to enter the building for any reason, you must first move your vehicle to a designated parking stall or the street. No parking is allowed near the approach of our lots - park only in designated spots.
- If you are picking up or dropping off your child from either front traffic circle, observe the following procedure (8:00–8:25 and 3:10–3:30):
 1. If you are the first car in the circle, please pull all the way to the first curbside position (nearest the school sign and nearest the handicapped parking stall.) Subsequent cars should pull up behind and wait along the curbside lane only. Parking in the middle of the circle limits the number of cars that can fit and creates longer pick-up times.
 2. The outer lane is reserved for vehicles that are passing through after picking up or dropping off. Students should enter and leave vehicles from the curbside lane only. **For safety's sake, children are not permitted to be picked up or dropped off from the outer lane.**
 3. If you are waiting in the curbside lane to pick up your child(ren), please pull ahead slowly only when space opens up immediately in front of you, so that the line behind you can move forward. Please do not try to pull around cars and re-park in the curbside lane, as this is confusing and potentially dangerous.

4. If you are waiting to pull into either front circle, please remain on the right so that cars leaving the lot may get by you.
5. Always use caution when pulling out of the curbside lane, and pull away carefully and slowly.

Back Parking Lot and Circle

- The back parking lot and circle may only be used between 7:40 and 7:55 for parents who must drop students off early to be supervised in the Commons. Never leave your car unattended in the circle. The circle may only be used for immediate drop-off.
- The back parking lot and circle **may not be used** during regular morning drop-off (8:00–8:25) or afternoon pick-up (3:10–3:30).

Parking on Gunflint Trail & Bus Drop-off and Pick-up

- You may park along Gunflint Trail. If you choose to park across the street from EAGLE, please use extreme caution when returning to your car. Children darting out between parked cars are very difficult to see. Do not park in the designated “No Parking” areas (Fire Hydrant) on Gunflint Trail or in the traffic roundabout.
- In the morning, the buses arrive about 8:15 and need to enter the circle near the school sign, where they will pull to the front to let students off. Please be aware of our bus procedures, as a car left unattended, blocking the way of the buses, will cause gridlock!
- In the afternoon, the bus parks on the street near the school sign and the parking lot exit, in an area that is typically marked by orange reminder cones. Please do not park there during pick-up times.