

Handbook 2025-2026

# EAGLE SCHOOL INTERNATIONAL



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## 1 Welcome:

Eagle School International, ESI , welcomes students of all ages and backgrounds. We consider all who are associated with ESI as a part of the ESI family. Our goal is to “train up a child in the way that he should go and when he is old he will not depart from it” (Proverbs 22:6). We are a Christian school, and operate based upon principles of organization and character found in the Bible, but we do not require students or families to be affiliated with any particular faith, religion, or denomination in order to attend Eagle School.

## 2 Statement of Faith

**We believe** the Bible, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the revelation of His will for the salvation of men and the Divine authority for Christian faith and life. *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” 2 Tim 3:16*

**We believe** in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. “Yet for us there is but one God, the Father, from whom all things came and for whom we live; and there is but one Lord, Jesus Christ, through whom all things came and through whom we live.” 1 Cor 8:16

**We believe** that Jesus Christ is both true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. He arose bodily from the dead, ascended into heaven, where at the right hand of the Father in Heaven, He is now our High Priest and Advocate. *“For there is one God and one mediator between God and men, the man Christ Jesus.” 1 Tim 2:5*

**We believe** that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age, to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service. *“When the Counselor comes, whom I will send to you from the Father, the Spirit of truth who goes out from the Father, he will testify about me.” John 15:26*

**We believe** that man was created in the image of God but fell into sin through disobedience and is, therefore, lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. *“So God created man in his own image, in the image of God he created him; male and female he created them”. Gen 1:27*

**We believe** that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ by faith are born of the Holy Spirit and, thus, become children of God. *“For it is by grace you have been saved through faith-and this not from yourselves, it is the gift of God-not by works, so that no one can boast.” Eph 2:8-9*

**We believe** that water baptism and the Lord’s Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.

**We believe** that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the Body of Christ of which

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He is the Head. *“And He is the head of the body, the church; He is the beginning and the firstborn from among the dead, so that in everything He might have the supremacy.” Col 1:18*

**We believe** in the personal and premillennial coming of our Lord Jesus Christ and that this ‘Blessed Hope’ is a challenge to the believer in preparation and service. *“Be dressed ready for service and keep your lamps burning, like men waiting for their master to return from a wedding banquet, so that when he comes and knocks they can immediately open the door for him.” Luke 12:35-36*

**We believe** in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment. *Mal 3:1; Matt 25:34-41; John 5:28, 29; Rev 20:4-6, 20:11-15; 1 Thess 4:16-17; 2 Thess 1:7-9; Luke 24:36-43*

### **3 Mission Statement:**

Pursuing Christ through academic excellence to empower a new generation.

### **Vision Statement:**

To empower students toward:

1. God’s Love
2. Principled character
3. Critical thinking
4. Life skills

### **4 The Twelve Core Values ESI International**

We Value

- 1** Life in Jesus and we speak life—speak truth, honoring in speech, mindful of the Lord listening.
- 2** Respect for everyone and from everyone—gracious words and actions of encouragement.
- 3** Jesus as the example in education, conduct, and behavior—to be like Christ is the goal.
- 4** Treating others the way we want to be treated—this is the golden rule.
- 5** The presence of the Holy Spirit everywhere in ESI International always mindful of the presence of the Lord.
- 6** Integrity in school and outside of school—a consistent Christian testimony for staff and students.
- 7** Eagle as a place of safety and security—honor toward all, even in differences.
- 8** Serving with gratitude in our hearts—modeling and teaching a servant heart.
- 9** Easily teachable and correctable—speaking the truth in love and responding in love.
- 10** A culture of the rich love of the Lord toward one another—we always look for the way of love.
- 11** The authority of the family in the lives of the children—over the state or the school or the church.
- 12** Every student growing into the whole measure of the fullness of Christ—teaching,

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training, imparting, mentoring, releasing.

## **5 Faculty Statement:**

The ESI faculty is made up of Christian teachers who believe that teaching is God's calling and are dedicated to the task of training students to the utmost of their ability. Our staff of educated and experienced teachers are dedicated to high standards of teaching and education for the students entrusted to their care based on the principles of the Christian faith and the mission of Eagle School.

### **Philosophy of Education**

At Eagle School International (ESI), we believe that the most important people in a child's life during the course of their development are their parents. Eagle School seeks to be a partner with the parents of its students in helping to develop strong moral character, teach important life skills, and create an environment that is conducive to attaining the highest levels of academic success for the students entrusted to our care. ESI provides a learning environment in which God's Word and His truths are an integral part. ESI encourages and facilitates spiritual, intellectual, physical, relational, and emotional development of each student for the sake of the child, the glory of God, and the furthering of His kingdom.

## **6 Family – School Commitment:**

At Eagle School, we believe that the most important people in a child's life during the course of their development are their parents. ESI seeks to be a partner with the parents of its students in helping to develop strong moral character, teach important life skills, and create an environment that is conducive to attaining the highest levels of academic success for the students entrusted to our care.

## **7 School Information:**

School Verse: Train up a child in the way that he should go and when he is old he will not depart from it (Proverbs 22:6).

School Colors: Navy Blue and Gold

Sports Team Name: Talons

School Website: [www.eagleschoolrc.org](http://www.eagleschoolrc.org)

Phone Number: (608) 647-7226 or (608) 647-6742

Office Hours: 8:00 A.M. – 3:00 P.M. Monday - Friday

## **8 Admissions:**

### **ENROLLMENT/RE-ENROLLMENT**

Applications are taken until spots are filled. Applications are accepted upon the discretion of the administration unless you are applying for the Wisconsin Parental Choice Program (WPCP). You will then be subject to the requirements of the state application process such as open application periods and income limitations. If applications exceed the number of seats available, a random selection process will take place at the end of the open application period. If you are not accepted for the WPCP program you may have the option to pay privately for your student.

We have an application appeal process available to you if your child was not accepted into Eagle School International. Please write a letter and/or email to our school board explaining why you would like to appeal our decision. Your case will be presented before the school board for a vote. The address to which you should send the letter is Attn: School Board, Eagle School International, 26700 Fellowship Lane, Richland Center, WI 53581, or the email address is [SchoolBoard@EagleSchoolRC.org](mailto:SchoolBoard@EagleSchoolRC.org).

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Interested parents will be asked to follow the procedures listed below in order to enroll their children in any grade at Eagle School. Parents of new enrollees are asked to provide the student's report card from the previous year, and a copy of the student's most recent standardized test scores. A place in the class is reserved for the student upon receipt of initial application materials. However, students cannot be formally accepted until final transcripts from the previous school attended are received and an initial meeting between parents and school administration is completed.

- Procedure for Enrollment / Placement

- New Student Enrollment

- Enrollment is done through Eagle School's website: [www.eagleschoolrc.org](http://www.eagleschoolrc.org)
- For new students who do not currently have siblings attending Eagle School, please navigate to Eagle School's website and click on the "Enroll Now" button on the homepage.
- Follow all instructions to complete enrollment through our FACTS system.

- Re-Enrollment

- For returning students, or students who have siblings or other household members already attending Eagle School, parents should login to their existing FACTS account and click APPLY and follow all instructions for either re-enrolling a current student or enrolling a new student from the same household.
- Pay registration fees.
- Parent/guardian will be notified of acceptance via the email address provided during the registration process.

- Admission Policy

- Children entering 3/4/5-year kindergarten must be 3/4/5 by September 1st. A child entering first grade must be 6 by September 1st. All students in grades 1-12 may be tested for grade placement. Student grade placement rests with the faculty and administration.
- All students must be under the direct supervision and care of a parent(s), legal guardian, or dESI gnated host family (International Students).

- Student Withdrawal

- A student is not considered withdrawn until the administration has been notified by the parent/guardian. Tuition charges will continue until the withdrawal is completed via official notification and the full quarter's tuition is due if the child has not been withdrawn by the start of the quarter.

- Acceptance of Students with Disabilities

- ESI believes that every child deserves, and is entitled to, a quality education, regardless of physical, mental, emotional, or learning disabilities. If ESI has the resources necessary to provide such an education to an individual with a specified disability, that student will not be rejected for admission based upon his or her disability. A meeting will be set between parents, teachers, and other related staff members to determine whether ESI has the necessary resources to educate a child. This will be decided on a case-by-case basis. The final decision on admission of any

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child is reserved by the ESI Board.

- Nondiscrimination Policy
  - Recognizing that all people are unique creations of God, having been made in His image, ESI welcomes students of all races, genders, religions, and national and ethnic origins, and affords them all rights, privileges, programs, and activities generally accorded to students of Eagle School. Educational admission policies, and tuition assistance, as well as athletic and other school-administered programs do not discriminate on the basis of race, gender, religion, or national or ethnic origin. Any form of harassment, including sexual harassment, is absolutely prohibited. ESI reserves the right to deny or revoke admission to any student whose moral beliefs or personal behaviors directly contradict the biblical principles and ideals taught at ESI or the mission or goals of Eagle School's educational programs or that in any way violate the rights or safety of other ESI students, faculty, or staff.
- Required Documents: All online forms through Eagle School's online enrollment portal must be provided online before attending school.
- If the student is eligible for sports and plans to play soccer, volleyball, or basketball, parents will also need to complete and turn in a form for each sport and provide a physical form.

## 9 Finances and Fees:

- Registration Fee
  - The registration fee is due at the time of enrollment or re-enrollment. The registration fee is non-refundable unless admission is denied to the student for lack of space in the classroom.
- Payment Procedures
  - TUITION PAYMENTS ~ ESI offers the following payment plans:
    - *Annual Payment:* Full tuition may be paid in advance by August 1. When the tuition is paid in full prior to June 16<sup>th</sup>, a discount of 5% (fulltime domestic students) will be applied.
    - *Nine Equal Monthly Payments:* Tuition may be paid in nine (9) monthly payments. The first payment is due September 1, with the final payment due May 1 of the following year.
    - *Quarterly Payments:* Four payments due, September 1, November 1, March 1, May 1
  - PAYMENT STIPULATIONS ~
    - Tuition not received by the 15<sup>th</sup> day of the month (or first business day thereafter) will be charged a late fee.
    - Accounts 30 days in arrears will receive a letter from the school office.
    - Accounts 60 days in arrears will be charged a 10% finance fee. A charge of an additional 1% will be added each month of non-payment after the first 60 days.
    - Accounts 65 days in arrears may result in students not being able to attend classes.
  - METHODS OF PAYMENT:
    - **Venmo** – payments via the Venmo app should be sent to ESI of Richland

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Center

- **Cash** – paid to the ESI office
  - **Personal Check** – mailed or given in person to the ESI office
  - **Debit / Credit Cards** - paid in the ESI office + 5% fee.
  - A \$35.00 fee will be charged for non-sufficient funds (NSF). After two occurrences in a school year, only guaranteed funds (cashier's check, money order, cash or certified check) will be accepted for payment.
  - A student is considered enrolled for the entire school year. Tuition is calculated on the basis of the entire school year; therefore, no reduction can be made for vacations or school holidays. Should a student transfer before the end of the school year, the parents are responsible for the monthly installments through the current quarter enrolled. Fees, discounts, and incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings.
  - Athletic fees (MS, JV and Varsity) are due at the beginning of each sport season. Please refer to the section entitled "Athletic Policy" for details concerning assessment and collection of these fees.
  - Any additional charges (book losses, vandalism, etc.) will be added to the student's account and all late fee and non-payment penalties apply.
  - Students may not be allowed to re-enter school in August until all accounts are paid in full from all previous school years.
- Financial Obligation Statement
    - Parents will be given the opportunity to select their preferred payment schedule on the enrollment application at the beginning of the school year. It is the responsibility of parents/guardians to make timely, accurate payments on tuition according to their chosen payment plan. Parents/guardians should contact the school principal if financial problems arise, with any questions regarding their current financial standing, or if they would like to request a receipt for payments made at any time before the end of the school year. Final receipts are sent to parents/guardians at the close of each school year, or upon tuition being paid in full.
  - Fundraisers
    - Throughout the school year, families may have the opportunity to participate in school-wide fundraisers. Occasionally a specific group will conduct a fundraiser for a specific purpose. All fundraisers are to be approved by the administration. The standard for approval of fundraisers is that they must provide a value or service to the purchasers.

## 10 Textbooks:

ESI remains the owner of textbooks, and students are asked to treat their books with care. Students are not to write in their assigned books unless instructed to do so by their teacher. Each teacher will evaluate the condition of the book at the end of the year and an additional fine may be added to the student account if the book is determined to be severely damaged.

## 11 Religious Studies:

At Eagle School, one credit of Religious Studies is mandatory, two recommended, in high school, and biblical teaching is integrated into all academic areas. In classes where the curriculum dictates the use of a particular version of the Bible, that version will be used for instruction. Eagle School's

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preferred translation of the Bible for general purposes is the New International Version (NIV).

## 12 Class Entrance Requirements:

- High School Math
  - Algebra 2: A minimum of “D” in Algebra 1 or Geometry
  - Advanced Math (Pre-Calculus): a minimum of “D” in Algebra 2
- Science
  - Biology 2 (Advanced Anatomy): A minimum of “D” in Biology 1
  - Chemistry: A minimum of “D” in Algebra 1 and Physical Science or in Algebra 1 and Biology 1
  - Physics: A minimum of a “D” in Chemistry
- Spanish
  - Spanish 1 a minimum of “D” in previous English course
  - Spanish 2 a minimum of “D” in Spanish 1
  - Spanish 3 a minimum of “C” in Spanish 2
  - Spanish 4 a minimum of “C” in Spanish 3

## 13 Grading:

Report cards are issued on a quarterly basis. Grades are recorded as a numerical percentage score on a per-semester basis, with a corresponding letter grade, and this is the only record kept on the permanent transcript. The yearly grade for High School classes is weighted 25% for each quarter.  
Percentage Grades/Letter Grades

In grades 9-12, percentage and letter grades are issued according to the following scale:

95-100 A Excellent (4.0)

90-94 B Good (3.0)

80-89 C Average (2.0)

70-79 D Minimum Pass (1.0)

0-69 F Failure (0)

Letter grades are used to calculate a final grade point average (GPA) on a 4.0 scale upon graduation.

Grades 3-8

93-100 A

85-92 B

77-84 C

70-76 D

69 - F

Grades 4K-2

O – Outstanding

S – Satisfactory

I – Improved

N – Needs Improvement

U - Unsatisfactory

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## 14 High School Academics:

- Adding and Dropping Classes
  - Core classes (those required for graduation) may not be dropped except in special circumstances. After the first quarter, class changes may be made under extenuating circumstances, and with administrative approval only. Changes may be made at the end of first semester only for semester courses, or under extenuating circumstances, as approved by the administration.
- Eligibility to Participate in Graduation
  - Students who fail to earn the required credits necessary for graduation will not be issued a diploma until the credits are earned. These students may not be allowed to participate in graduation ceremonies.
- Eligibility for Valedictorian and Salutatorian
  - The students with the top cumulative Grade Point Averages for high school level courses are honored as Class Valedictorians (highest GPA) and Salutatorians (second highest GPA). To be eligible for valedictorian or salutatorian, a student must be enrolled in ESI for the entire junior and senior years. Cumulative grade point averages will be rounded to the thousandths of a point in determining this honor.
- High School Credits
  - High school credits are issued on a semester basis with .5 credits representing one semester's work for one period per day. Classes meet for 18 weeks (2 quarters) or 36 weeks (4 quarters) depending on the course.
- GPA Calculation
  - A student's GPA is calculated on a 4.0 scale. If a course is taken twice, both grades are counted in determining rank and GPA. However, no more than one credit per course can be earned, with the exception of Physical Education and specific electives.
- Required Credits for Graduation:

Twenty-four (24) Credits are required for graduation, including the following:

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|--|-------------|
| ○ Language Arts:   | 4 credits   |
| ○ Math: (Algebra I required)   | 3 credits   |
| ○ Science: (1 unit physical, 1 unit biological)                      | 3 credits   |
| ○ History: (1) Geography/World History, (1) Civics Test              | 3 credits   |
| ○ Religious Studies*   | 2 credits   |
| ○ Health   | ½ credit    |
| ○ Physical Education   | 1.5 credits |
| ○ Foreign Language   | 2 credits   |
| ○ Electives as required to meet the 24-credit minimum for graduation |             |

\* 1 credit may be replaced with an elective at the discretion of the ESI administration

## 15 Course Work:

- **Elementary Homework Policy:** It is the educational philosophy of ESI that free play and unscheduled explorative activity are equally as important to the academic, social, and developmental success of children as is formal academic learning. As such, ESI does not allow homework to be assigned to elementary-level students (3K -6<sup>th</sup> grade) for completion outside of regularly scheduled school hours except under the following circumstances:
  - A student has missed a significant number of school days
  - A student has consistently refused to comply with instructions to complete schoolwork

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in class

**AND**

- Every effort has been made by the classroom teacher (including scheduling time for the student to work with a tutor or teacher's aide to make up missed work) to catch the student up to the rest of the class during school hours, but has been unable due to:
  - Refusal of the student to complete required work
  - The amount of work to be completed is large enough that time constraints prevent the teacher from being able to ensure the completion of the schoolwork before the end of the current marking period.

In such cases, we request the assistance of parents in ensuring that any assigned homework to their elementary student is completed by the date designated by the student's teacher.

- **Middle School and High School Make-Up Work Policy:** Make-up work must be satisfactorily completed within the same amount of time that was missed, with the exception of extremely long absences (i.e. – a student who is out sick for three days will normally be allowed three days to turn in all missed work without penalty.) Extensions may be granted in extenuating circumstances. Submitting late assignments may result in a significantly lowered grade.
- **Middle School and High School Late Work Policy:** School assignments that are not submitted by the due date are subject to a grade reduction of 10% or less per day after initial due date at the discretion of the assigning teacher.
- Course work that is incomplete at the end of a semester will receive a grade of "I" (incomplete) on report cards. Teachers may allow work to be made up retroactively to improve grades, but if work is not made up in the time specified by the assigning teacher, incomplete grades will be converted to "F" (failing) on the student's permanent transcript. In certain circumstances ESI may allow students to participate in approved summer tutoring programs to retroactively improve grades to a passing level. Such allowances will be at the discretion of school administration.

## **Elementary Activity-Based Learning Policy:**

It is not the educational philosophy or goal of ESI to simply provide students with a list of facts and information to memorize. Rather, it is our goal to train our students how to think critically, problem-solve, expand the capacity of their minds, and ultimately to love the process of learning itself. The most up-to-date research on childhood development indicates that free play, activity-based learning, body movement, and hands-on interaction with the environment are all critical components to the development of these vital life skills that will serve our students well even after the completion of their education. An essential component of this process is the ability for children to engage in risk-assessment of their own environment through activities such as climbing, jumping, competitive games, digging, building, and many other activities. As such, ESI has the following requirements for its elementary student classes.

- One or more recess periods per school day, of no less than 20 minutes each, where students are allowed and expected to engage in free-play activities supervised, but not organized, by any staff member. One of these recess periods must take place immediately following the daily lunch period. Additional recess periods may be added at the teacher's discretion.
- The removal of physical activity may not be used as a disciplinary measure for elementary students. If a student's behavior causes a teacher or staff member to determine that it is unsafe or unwise for that student to continue interactions

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with other students at that time, the student may be required to walk, run, play in a separated area from others, or engage in other physical activities, but may not be required to sit down, stand still, or otherwise be immobile during any recess period.

- Students will be encouraged in, and not prohibited from, engaging in play activities during recess times.
- Students will be prohibited from engaging in free-play activities that are likely to result in injury or harm to others such as throwing rocks in the direction of other students, play-fighting with sharpened objects, or jumping from heights greater than twice the height of the student in question.
- Elementary classroom instruction will include hands-on, physically engaging activities in each classroom for each subject area at least once per week. This may include, but is not limited to, activities such as baking, building structures, digging, creating or assembling puzzles, engaging in art projects (painting, drawing, origami, etc.).
- Elementary teachers will provide students with the opportunity to engage in academic learning outdoors, outside of regular recess periods, at least three times per week, barring extreme weather restrictions. If extreme temperatures or other extreme weather conditions prevent one or more of these periods, they may be made-up in the school gymnasium whenever possible.
- If an elementary student completes their assigned work in a subject area for the day and there is still time leftover before the next subject is begun, the teacher will provide a free-play area for students to engage in non-planned activities such as playing with toys, building with Legos or blocks, reading books for pleasure, assembling puzzles, or doing artwork. Teachers may not assign additional work to students who have completed their classwork in any subject area for the day but may provide additional work pages for students who request them.
- ESI acknowledges up-to-date research indicating that brain development in children is not improved, and can be hindered, by exposure to electronic devices during formative years. Therefore, elementary classrooms at ESI do not provide or allow individual/personal electronic devices for elementary students except under specific circumstances, including short-term projects, or specific, time-limited modules that require internet access.

## **16 Plagiarism:**

- The administration and teaching staff of ESI expect our students to approach their work seriously as a preparation for college or entering a career field, and to maintain high levels of integrity, honesty, motivation and respect. As a Christian school, we strive to teach our students to uphold high standards of moral character in accordance with biblical principles. Plagiarism is defined as taking someone else's ideas or words and using them as one's own work. Plagiarism is stealing, which violates a core biblical principle (Exodus 20:15) and is a serious violation of academic honesty. To prevent such theft, teachers will instruct students in proper documentation procedures for research assignments.
- When preparing lab assignments for any science course, the student is to collect his/her own data for any experiment unless working with a lab partner. When using another's data, proper credit must be given. When in doubt about proper documentation, students should always consult their teacher. Any plagiarism violation will be addressed under Disciplinary Procedure,

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and will usually result in a grade of 0 for the plagiarized work.

## 17 Promotion Requirements:

- Elementary School (Grades 1-6) and Middle School (Grades 7-8):
  - A student who fails a total of three (3) subjects, will not be promoted to the next grade level. Students who fail Math or English may be placed in an appropriate level class after promotion.
  - A student who fails Math or English will be allowed to advance to the next level if they pass Math or English in an approved summer school or tutoring program.
  - A student who fails one (1) or two (2) subjects that are neither Math nor English will be advised to attend summer school or an approved tutoring program, but such a program will not be required for promotion.
- High School (Grades 9-12):
  - In high school, each subject is passed or failed individually by semester. If a subject is failed, no credit is earned. The subject must be taken and passed through an approved summer school program or repeated the following year, and passed, before credit is given.

### High School Diploma Policy

Eagle School will recognize the successful completion of the high school program by awarding a diploma certifying the student has met all academic requirements for high school graduation listed below and has been recommended for graduation by the Student Life Counselor. Requirements of graduation from high school include the specific classes below and must meet 24 credits or more.

4 Credits of Language Arts

3 Credits of Mathematics to include 1 Credit of Algebra 1

3 Credits of Science to include 1 Credit of physical science and 1 Credit of biological science

3 Credits of History to include 1 Credit of Geography or World History and successfully pass the US Civics Test 2 Credits of Religious Studies

.5 Credit of Health

1.5 Credits of Physical Educa-

tion 2 Credits of Foreign Lan-  
guage

Approved Electives as needed to meet the 24 total credit requirements

Students must maintain a 70% or higher per class each semester to earn the class's allotted credit. Parents may

choose the alternative course in lieu of Religious Studies courses for their student to receive their Religious Studies credits for graduation. To opt out of Religious courses and activities, parents must write a letter to our school board explaining that you would like to decline religious studies and activities. The address to which you should send the letter is Attn: School Board, Eagle School International, 26700 Fellowship Lane, Richland Center, WI 53581. The letter will be valid for the current school year only. A new letter must be sent each school year upon re-enrollment.

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## 18 Standardized Testing:

Each spring, students in grades 3-8 are administered the Wisconsin Forward Test and grades 9-11 are administered the ACT in at least one grade level. The results of these tests are used to assess students' strengths and needs. A completed report of testing results will be issued to parents at the end of the school year.

## 19 Attendance Policies:

- Absences:
  - Absences are excused for the following reasons:
    - Illness or injury of 3 days or fewer (without a doctor's note)
    - Medical or dental appointments
    - Family emergency
    - Death in the family
    - College visit/career day (normally only Juniors & Seniors)
    - Family trips with pre-notification to the principal (one week notice)
    - Business trip where both parents are required to be out-of-town and the children are too young or have no other place to stay
    - Special situations (church events, scout troop activity, etc.) with pre-notification to the school office (one week in advance)
  - Anticipated Absences: Prior notice of an anticipated absence should be given at least one week in advance. Whenever possible, students should complete assignments before an absence.
  - Absences are unexcused for the following:
    - Illnesses lasting longer than 3 days without a doctor's note
    - Sleeping in
    - Working on class assignments
    - Skipping class or truancy
    - Shopping trips
    - Babysitting or work other than an approved job study
    - Failure to send a note or contact the school office within three days after an absence
    - Absences will be considered unexcused if reasons given are deemed to be frivolous or unmerited. The principal will make the final decision in these cases.
  - Consequence for Unexcused Absences:

A grade of zero will be given for daily assignments on the day of an unexcused absence. Ten percentage points per day will be deducted from quizzes, tests, and long term projects due on the day an unexcused absence occurs.
  - Regular school attendance is essential for a student's academic success. When an absence occurs, a parent or guardian must contact the school office that day to report and provide a reason for the absence.
  - Student athletes marked absent for the day due to sickness or for an unexcused absence are not eligible to participate in games that day unless approved by the principal.
  - Any student who attains 10 unexcused absences in a semester will be placed under review by the principal. Absences in excess of 10 unexcused per semester may result in failing grades, loss of course credit, and may jeopardize promotion to the next grade.

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- Tardiness:

Students are expected to be on time for the beginning of the school day. A parent or guardian should contact the school office or send in a note giving a reason for a student's tardiness on the same day. A tardy without a note or phone call will be counted as unexcused. The tardy will remain unexcused unless a parent or guardian contacts the school office or sends in a note within three days after the tardy.

- Tardies are excused for the following:

- Morning doctor appointment
- Automobile delays or breakdown en route to school (unless habitual)
- Illness

- Tardies are unexcused for the following:

- Oversleeping
- Finishing school assignments
- Not going promptly to class after arrival at school
- No reason given for a tardy, no note or phone call within three days after a tardy

- Excessive Tardiness

3 unexcused tardies count as one absence and will disqualify the student for perfect attendance. When elementary students are tardy to school, a parent/guardian must accompany the child to the office to check in and receive a tardy pass.

## 20 School Hours:

School Begins: 8:10 A.M.

School Ends: 3:15 P.M.

Students may arrive to school as early as 7:45 a.m. and must be picked up no later than 3:30 p.m.

**Parents will be charged a \$1 per minute fee for each child that is not picked up by the 3:30 p.m. pickup time. Each minute that a child remains at school beyond 3:30 p.m. will result in an additional \$1 charge to the parents' school account.** Exceptions to this rule include students that are attending an official school event that begins within 30 minutes of the end of the school day such as a sports practice or game.

## 21 Leaving Campus during the School Day:

Students who need to leave during the school day for an appointment must use the online form found on our website or bring a note from a parent or guardian stating reason for leaving, time of dismissal, and approximate time of return. These forms and notes must be turned in to the school office no later than the morning of the day of the appointment.

ESI is a closed-campus, and students are not permitted to leave campus during the school day for any reason other than pre-notified appointments, sickness/injury, family emergencies, school- and parent-approved field trips, or at the request of a parent/guardian.

## 22 Weather Closings:

- Announcements about school closings, delayed openings, and early dismissals due to weather conditions will be on the WRCO radio station (100.9 FM). There will also be a message posted on the school Facebook page-ESI will close when the Richland Center (Richland District) schools close for weather.
- Since ESI draws from a large geographical area, parents are reminded that if they consider road conditions unsafe in their area, they may keep their student(s) home. These absences will be excused when a note from a parent or guardian is received.

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## 23 Campus Visitors:

### CAMPUS VISITOR POLICY

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member at Eagle School. All visitors will be issued a Visitor ID and must wear the ID while on the campus. Visitors must return the ID to the office before leaving. Visitors will be escorted by a staff member at all times.

1. Visitors must enter through the school front doors and check in at the school office.
2. All custodial parents are welcome to visit school during the school day if the visit is scheduled in advance.
3. Parents must check in at the school office before going directly to a classroom even if they have scheduled an appointment with the teacher for a planned activity.
4. Students may bring a visitor to class with written parental approval and administrative approval (24 hours in advance). Student visitors must be in Eagle School dress code while visiting the school and must abide by all Eagle School policies, including policies on electronics in school and policies on clean-eating.

## 24 Crisis Management:

ESI has a plan in place for natural disasters, bomb threats, and emergencies. Fire drills and other disaster drills are held at various times during the school year. Exit directions are posted in each room. Drill instructions are given at the beginning of each school year.

## 25 Phones/Devices/Internet Usage:

- Internet  
Internet access is available via a school provided device for student use in obtaining information for class work, projects, or college/career search. Students may also use their own wi-fi-capable devices, either laptop or tablet, to access the internet while at school for the above stated purposes, ONLY with teacher approval. Internet usage at school is not intended for entertainment purposes, social media, or other non-curricular uses during school hours. If a student uses the internet for purposes other than those stated above or visits any website not approved by the school, their internet privileges will be suspended for such a time as deemed appropriate by the teacher and/or administration.
- Electronic Devices  
Personal electronic devices may be used in the classroom or study hall ONLY with express permission from the teacher under whose current authority the student is studying and for the above-stated approved reasons. ALL electronic devices MUST be turned in to the school office upon entrance to the school building each morning and may be checked out of the office when needed for classes. Devices MUST be returned to the school office immediately following the class period for which they were checked out. Devices may be checked out of the school office at the end of each school day as students are leaving the building.
- Cell Phone Usage  
Cell phones may be brought to school but are not allowed in the classrooms or locker area. All students MUST turn cell phones in to the school office immediately upon ENTRY into the school building each morning. If students are found to be in possession of a cell phone during the school day, the phone will be confiscated. Confiscated cell phones will be turned over to the principal.  
1<sup>st</sup> offense: The first time a student is found to be in possession of a cell phone in school, the

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phone will be confiscated and kept in the school office overnight and may be picked up by the student at the end of the following school day.

2<sup>nd</sup> offense: If a student is found to have a cell phone in school a second time, the phone will be confiscated by the school office and kept in the office for three days. The student may pick up the phone in the school office at the end of 3<sup>rd</sup> school day.

3<sup>rd</sup> offense: If a student is found in possession of a cell phone in school a third time, the phone will be confiscated and kept in the school office for one month. The student may pick up the phone from the school office at the end of the school day on the final day of the one-month confiscation.

- Incoming Calls

Parents may call the school to leave messages for their child(ren) or their child(ren)'s teacher(s). Teachers and students will not be called from the classroom to answer telephone calls unless it is considered to be an emergency. Every effort is made to ensure that messages are given in a timely manner.

- Student Phone Usage

A phone is available for student use in the school office when needed to contact parents.

## 26 Locker Guidelines:

Students will be assigned a locker. Lockers are for the personal use of students. ESI assumes no liability for damage or loss of personal items stored in lockers. School administration retains the right to access all lockers at any time for any reason. Periodic locker inspection may be held at any time.

**Students may not store any food or drink item in their locker at any time.** Food and drink items found in student lockers will be disposed of in the school disposal facilities. Students may not store any books or personal items outside their lockers. Locks are available in the school office for students wishing to secure their lockers. Locks not returned by the end of the year will incur a \$30 fee. Items stored above lockers will be removed.

## 27 Food and Meals:

- Clean-Eating Policy

- ESI believes that healthy bodies support healthy minds. Health research has indicated strongly that the food that children consume has a direct effect on their ability to focus, process information effectively, and self-regulate behaviors. It is also the philosophy of ESI that the physical body is the temple of the Holy Spirit and is a valuable and irreplaceable resource that God has given each of us to use throughout the course of our lives both to serve him and to live an abundant life, and that we have a responsibility to steward this resource well and teach our children to do the same. In an effort to create the best learning environment possible for our students and steward the resource of our physical bodies well, we have completely eliminated the use of artificial chemicals, dyes, preservatives, and other synthetic ingredients from the foods that are served in our breakfast and lunch foodservice meals. ESI serves only natural and organic foods in our meal service program.
- All classrooms snacks, special occasion foods (birthdays, etc.), or any other food or drink items that are brought to school (other than student lunches sent from home) should attempt to meet the following criteria:
  - Foods/drinks may not contain artificial dyes (such as yellow #4, red #3. etc.).
  - Foods/drinks may not contain artificial ingredients or preservatives (such as

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- BHT, BHA, Monosodium Glutamate [MSG], TBHQ, olestra, hydrogenated or partially hydrogenated oils, brominated vegetable oil [BVO], nitrates or nitrites).
  - Foods/drinks may not contain artificial flavors.
  - Foods/drinks may not contain artificial sweeteners (such as high fructose corn syrup, aspartame, Splenda, Equal, etc.).
  - Foods/drinks containing grains (such as crackers) should be made with whole grains whenever possible.
  - **Soda and candy are prohibited on school premises during school hours.**
  - Students bringing cold lunches from home may not share items from their lunches with any other students at Eagle School.
  - **On-Campus Meals**
    - Breakfast and Lunch are available for purchase. A student may bring a cold lunch from home but should eat breakfast at home before coming to school if not eating school-provided breakfast.
    - Students are required to be polite and courteous while in the cafeteria and are responsible for clearing and cleaning the section of the table that they use.
    - Students are required to eat lunch in the cafeteria unless given permission to eat somewhere else with supervision.
    - Microwave ovens are available to students for heating items purchased or brought from home.
    - Free/Reduced lunch forms are available from the Food Services Director.
    - Lunch fees will be billed monthly.
  - **Off-Campus Lunch**
    - ESI is a closed campus, and off-campus lunch is not allowed except in special circumstances with administrative approval.
  - **Snack Policy**
    - Elementary classrooms are allowed to have regular snack rotations at the teacher's discretion. If the teacher requests parents to bring snacks, parents are asked to ensure that all snacks meet the standards of Eagle School's Clean-Eating Policy, and contain no added sugar, and no artificial ingredients, dyes, or preservatives.
    - **Snack suggestions:** Snack suggestions: raisins or other dried fruit (without added sugar, sweeteners, or preservatives), fresh fruits or vegetables (without sauces or dips), natural or organic cheese processed without artificial ingredients or dyes, whole-grain crackers without artificial ingredients or sweeteners, Larabars, granola bars with no dyes, goldfish wholegrain, fruit snacks with high fructose corn syrup or dyes, graham crackers without dyes.
  - **Birthday Policy**
    - Students who wish to bring something into their classroom for their birthdays may do so, provided that the items meet the following criteria:
      - **Store-bought** cakes, cupcakes, cookies, and other desserts may only be brought in for a student's birthday if the items meet Eagle School's clean-eating policy or with prior approval from administration.
      - Students may only bring candy for their birthday if it meets Eagle School's clean-eating requirements (made with only natural ingredients and no prohibited ingredients).
      - Students may bring in home-baked items such as muffins or cupcakes, provided that they were not made using any artificial dyes/food colorings or artificial ingredients.
      - **Alternate suggestions:** We ask parents to consider sending in non-food items

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to celebrate their child's birthday such as stickers, pencils, small toys, games, coloring books, or crafts.

- USDA Nondiscrimination Statement

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

- This institution is an equal opportunity provider.

## 28 Medical:

- Illness

For the well-being of all students and staff, parents are asked to keep home all students with fevers and/or contagious illnesses. It is ESI policy that a student must stay home with the following conditions:

- Head Lice (must have 3 days of doctor-recommended head lice treatment and no visible

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- lice or nits on scalp before returning to school)
  - Fever (24 hours free of fever before returning to school)
  - Vomiting due to illness (24 hours free before returning to school)
  - Strep Throat (24 hours on medication before returning to school)
  - Pinkeye (24 hours on medication before returning to school)

If a child develops symptoms of sickness while at school and needs to be sent home, every effort will be made to contact a parent/guardian. If a parent/guardian is unavailable, the emergency contact person will be notified. Sick students will remain in the office until retrieved by a parent/guardian or emergency contact.

- **Immunizations**

Wisconsin state law requires ESI to have current immunization records for all students. Parents of all new students must provide a current, up-to-date immunization report, or a current-year, signed waiver stating the reason for a child's lack of immunizations. Children who do not have current immunizations may not be allowed to enter school the 31<sup>st</sup> day of school unless a signed waiver is provided by the parent(s).

- **Physicals**

Sports physicals are required for all athletes in competitive sports, and must be on file in the school office before student participation in athletics programs.

- **Medications**

All medications (prescription or over-the-counter) must be administered by a designated school official. The parent must furnish the medication and provide a consent form indicating the date, dosage, and time to be administered for prescription and over-the-counter medications. Prescription medication must be labeled with student's name, date, dosage, and time to be administered, and in the original bottle. Over-the-counter medications must be in an original container. Any unused medications need to be picked up by the parent, otherwise they will be discarded.

## **29 Restricted Areas:**

The following areas are off limits to students at all times:

- Church section of the building (except when accompanied by a teacher)
- School Office (except with administrative permission)
- Kitchen
- Mezzanine (behind the gymnasium)

## **30 Solicitation:**

Solicitation is prohibited at ESI unless permission is granted by the administration. This policy will include the selling of any item and distribution of political or religious materials.

## **31 Student Records:**

Student records are confidential, and will not be released to any individual or school without the written permission of the parents and the administration when required by law.

## **32 Vehicles:**

- **Pick-Up and Drop Off of Students:** Parents dropping off their children for school or picking them up after school may not be stopped in front of the building in the bus lane for longer one minute. If pick-up or drop-off appears to be taking longer than one minute, parents must park their vehicles in the parking area of the school lot to allow buses and other vehicles to pull up

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to the building for drop-off or pick-up.

- **Student Drivers:** Students with a valid driver's license and parental permission to drive to school must obey all regulations and drive safely on school property, park in the designated parking areas, and not return to their cars during the school day without permission. Tire spinning and improper or reckless driving are strictly prohibited on school property. Improper handling of vehicles may result in loss of driving privileges on school grounds. Cars should be locked. The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school-sponsored activity.

### **33 Student Disciplinary Procedure:**

Procedures that are followed in the event of continued inappropriate behavior:

1. **Warning of Violation of Existing Policy.** A warning will be issued by the teacher and the Principal's office notified. The behavior will be addressed by the faculty or administrative team member to help student understand why that behavior is not honoring God and how the student may work on correcting that behavior. Parents will be notified of all infractions and recorded in student's file. If the violation is egregious, the warning step may be bypassed, and disciplinary actions 2-5 taken.
2. **Detention.** Detention will occur during the student's lunch period (after eating) or recess. This may include age-appropriate, light work around the school (examples may include washing windows, wiping cafeteria tables, etc.). The number of detentions will depend upon the student's age and the offense. Parents will be notified of all infractions and recorded in student's file.
3. **In-School Suspension.** A student will be required to spend time in in-school suspension, where they will be isolated from other students and classmates and be required to complete all coursework for the missed class periods. In-school suspension will include the student serving four to five hours in work tasks. Tasks would be a cooperative effort of the janitorial staff and Principal. Parents will be notified of all infractions and recorded in student's file.
4. **Out-of-School Suspension.** A student will be required to remain home from school for a minimum of three days. The student will be required to complete all classwork during this period of suspension. Parents will be notified of all infractions and recorded in student's file.
5. **Expulsion hearing with the School Board and Eagle Administrative Staff.**

The Principal may repeat any one of steps 1-4 as deemed appropriate for a given situation.

Consequences of the above actions vary from conference with the administrator, detention, suspension (in or out of school), or expulsion. We have a suspension/expulsion appeal process available to you. Please write a letter and/or email to our school board explaining why you would like to appeal our decision. Your case will be presented before the school board for a vote. The address to which you should send the letter is Attn: School Board, Eagle School International, 26700 Fellowship Lane, Richland Center, WI 53581, or the email address is SchoolBoard@EagleSchoolRC.org.

### **34 Code of Conduct:**

Students are expected to and required to conform to the following code of conduct:

1. Students must show respect and courtesy to other students, staff, and faculty.

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2. Students must show respect for school property or any property and equipment with which they come into contact.
  3. Students must have approval to bring electronic devices to school, and cell phones are not permitted in school unless specific permission is granted by a teacher with approval of administration.
  4. Clothing, posters, periodicals, or other materials may not contain any profanity, vulgar, or anti-biblical content.
  5. Weapons such as knives and guns are not permitted at ESI unless such weapons are under the supervision of an adult instructor and specific permission is granted by school administration.
  6. Students must adhere to the ESI dress code.
  7. Students may not leave the ESI campus premises without permission. ESI is a closed campus, so students may only come and go at the beginning or end of a school day or with special permission by school officials.
  8. Students may only leave a classroom with permission of a teacher.
  9. Hall passes are required for any student in the halls during class periods.
  10. Defacing any school or individual property is forbidden.
  11. Swearing, cursing, or the use of profane language is prohibited at all times.
  12. Loud behavior, such as yelling, clapping, or the use of any devices to create noise are prohibited.
  13. Any illegal activities such as stealing, shoplifting, vaping, alcohol use, or drug use will result in significant consequences to the offending student, with the possibility of immediate expulsion.
  14. Repeated instances of plagiarism may result in student expulsion from Eagle School.
  15. Any student that does not speak English as a first language is prohibited from speaking any language other than English at school during school hours, at school-sponsored events (such as sports events), or at any other official school function.

*ESI strives to be a learning environment that holds both our staff and students to a high standard of conduct that is reflective of biblical principles and Godly character. It is our desire to optimize the learning environment at ESI and seek to educate young minds not only in academics, but in the development of moral character.*

## Non-Harassment Policy

### BULLYING/HARASSMENT

Harassment of students, employees, and volunteers, including sexual harassment, will not be tolerated at Eagle School International. At Eagle School International we speak life to others. No type of harassment will be allowed in our school whether initiated by students, staff, or volunteers in school, on school property, or at any school function or school-sponsored activity regardless of the location. The school board prohibits harassment, bullying, hazing, or any other victimization of students for any reason. Grievances regarding harassment, bullying, hazing, or any other victimization of students are to be reported to the Principal, [JeffSeaborg@EagleschoolRC.org](mailto:JeffSeaborg@EagleschoolRC.org) 608-647-6742 ext. 504 or the school board, [SchoolBoard@EagleSchoolRC.org](mailto:SchoolBoard@EagleSchoolRC.org)

### **35** Public Displays of Affection:

Romantic physical contact between students, such as holding hands, touching, kissing, hugging, and other romantic displays of affection **are prohibited** at school, on school grounds, and when participating in ESI functions. Violations will be handled according to the Discipline Policy.

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Please keep the following in mind:

- ESI Administration acknowledges that individual families have different guidelines on what they consider to be acceptable social interactions between children and teens.
- ESI acknowledges that it is the parent's responsibility to guide their children in matters of relationships.
- Out of the highest respect for the parents and families associated with Eagle School, and out of a desire to maintain an academically-centered environment free from distractions, we ask that students honor this standard of behavior while at Eagle School.
- Eagle School's standards are established for its school environment, and should not be interpreted as set standards for all environments or the community at large.

## **36 Dress Code:**

### **General**

The objective of the school board is to implement a dress code that corresponds with the mission and philosophy of Eagle School.

### **Dress Guidelines**

Students' attire should reflect a positive image for the school. Presenting a bodily appearance or wearing clothing that is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of students or others is prohibited.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

- No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, or gangs.
- Appropriate clothing is expected. Examples of some prohibited dress may include, but are not limited to, exposed undergarments, bare midriff shirts, transparent clothing, attire that exposes cleavage or bare chest, skirts or shorts that do not meet the length of the bottom of the fingertips.
- Any symbols, styles, or attire frequently associated with intimidation, violence or violent groups may not be worn or displayed in school or at a school event. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time.

### **Consequences of Noncompliance of Dress Guidelines**

Students wearing clothing that is inappropriate, and/or disruptive to the school climate will be asked to change. Students will be required to change into a different article of clothing that meets school dress code requirements. If the student does not have a change of clothing at school, we will attempt to provide one. If replacement clothing cannot be found or the student refuses to change, the student will:

- 1) Contact a parent/guardian for a change of clothing to be brought to school.
- 2) Remain in the office or under a teacher's supervision if acceptable clothing is unavailable.

A meeting with the building principal will also be held regarding the dress code violation.

This code is not intended to limit the right of the building administrator or dESI to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is any disagreement between students and/or parents and the staff regarding the appropriateness of clothing or attire, the principal or administrator will use his/her discretion to make the final decision.

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## Parental Responsibility

ESI believes it is the parent's responsibility to ensure that students are dressed in accordance with Eagle School's dress code. Please acquaint yourself and your children with Eagle School's dress standards. Please be aware that the administration of ESI reserves the right to determine the acceptability of clothing in compliance with school dress guidelines.

### When the Dress Code is in Effect

This dress code is in effect from 8:00am – 3:15pm. Unless students are involved in athletic contests, student shall arrive and leave school in school-approved attire. After 3:15 pm and for all school extracurricular events, ESI staff and administration have the right to address these issues if a student is in questionable attire.

**In all cases ESI will have the final authority about the appropriateness of any attire.**

## 37 Athletic Policy:

### Inter-Scholastic Athletic Eligibility and Participation

Detailed information on participation in Eagle School's Sports Program is contained in the Athletic Handbook provided to all athletes and their parents/guardians. The following requirements are a synopsis for general information:

- Athletic Scholastic Eligibility
  - Students will maintain full-time student status, taking a minimum of five academic courses per semester, to participate in athletic programs. These courses may be taken at ESI or at home through a homeschool program. Grades for any courses taken at home must be submitted to ESI every four weeks, coinciding with Eagle School's quarter and mid-quarter grades.
  - Eligibility for sports is determined by daily grade checks. If a student has a grade of F (0-69) for any class, that student will not be eligible to play in a sporting event that day. Once the student raises their grade above failing, they will be eligible to participate in school athletic competitions. Communication between the athletic director and teachers will provide the most up-to-date information about student grades for eligibility purposes. Exceptions to this standard may be made in certain circumstances for work that is still in progress or is able to be corrected or retaken with the approval of coaches, athletic director, and the school principal.
  - An exception may be made for academic eligibility criteria if the teacher of a class that a student is failing is willing to write the student an effort-based recommendation, stating that the student has been actively engaged in the necessary requirements to raise their grade above failing and is currently on track to have a passing grade before the next progress report or report card is issued.
  - Transfer students' athletic eligibility will be based on the same criteria as that of current ESI students.
- Athletic Behavioral Eligibility
  - Student-athletes must maintain good character in all walks of life: on the athletic field/court, outside of school and inside of school. Disciplinary procedure will apply to

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any activity deemed to be incompatible with Eagle School's standards.

- Students suspended from school will not be allowed to participate in any competitive contest (game, match, or meet) during the days of the suspension.
- Any displays of poor sportsmanship during an ESI athletic event will result in the offending student-athlete missing the following game/competition. Repeated displays of unsportsmanlike behavior may result in the student-athlete being removed from school athletics altogether.
  
- Athletic procedures
  - Athletes must submit a parental permission slip and pay all required fees prior to any involvement in the athletic program. Parents and students alike must read and adhere to the Athletic Handbook and this athletic policy at all times.
  
  - High School student-athletes must submit a complete Wisconsin Interscholastic Athletic Association (WIAA) physical, including emergency contact and insurance information, to the school office prior to any involvement in any athletic program. Physical forms are available on the school website and/or in the school office.
  
- Athletic fees (MS, JV, and Varsity)
  - Fees are due at the beginning of each sport season. Fees in arrears will cause the student-athlete to be ineligible to continue to participate until the fees are paid in full.
  
  - This policy applies to all team members and any other positions that may be considered necessary by the athletic director (team managers, student trainers, etc.) as an integral part of the school's athletic programs.
  
- Spectator Guidelines
  - ESI dESI res to promote a positive and encouraging atmosphere at all athletic events. Athletes and fans (students, parents, and faculty alike) are expected to conduct themselves in a manner reflective of both biblical principles and Eagle School's standards of behavior, both on and off the court or field. The administration is committed to promoting a high level of sportsmanship at all events.
  - Uncompromising respect for officials and our opponents is the standard. Our focus to compete is best tempered by an attitude of mutual respect for all. The following guidelines are to be adhered to during all ESI athletic competitions:
    - Be reverent during prayer
    - Cheer positively for our team
    - Be respectful of opponents and officials
    - Be respectful and quiet during all basketball free throws
    - Be respectful of the facility God has provided (athletic fields or courts included). All spectators will pick up and properly dispose of their own trash at all competitions

Please clean any and all spills while at ESI athletic events, or notify maintenance that a spill has occurred so it may be cleaned up in a timely manner.

The Athletic Director, coaches, and Principal have jurisdiction at any home competition match (on or off campus), as well as at any away competition, to remove individuals who are not conducting

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themselves in accordance with Eagle School's standards of behavior from a given sports event.

### **38 Private School Choice Program Disclosure of Information**

#### **School Contacts**

1. Jeff Seaborg, 608-647-6742 ext 504, JeffSeaborg@EagleSchoolRC.org
2. Kelly Coppernoll, 608-647-6742 ext 502, KellyCoppernoll@EagleSchoolRC.org
3. Charles Moore, 262-219-4393, cmoore@impactcs.org

#### **School Organization Structure**

Eagle School International is a not-for-profit organization.

#### **School Governing Board Members**

2. John Dwyer
3. Robert Webster
4. Wayne Wilson

#### **Transfer of Credits Policy**

#### **RECORDS/TRANSFERRING**

Student record requests must be made in writing at least two business days, ahead of when they are needed. The complete address to which information should be sent needs to be included. With parent/guardian signature, a student's records will be forwarded as requested. Students transferring to Eagle School International will be required to provide records from their previous school, which includes public education, private school education, or home-school. If coursework grades are unsatisfactory at the time of enrollment, students might be placed in the classes and/or grade level that is necessary.