

Student Handbook 2010 – 2011

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MISSION STATEMENT:

Seeking Excellence In Who We Are, What We Know, and What We Do

This Student Handbook belongs to:

NAME: _____

PHONE: _____



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Message From the Principal

Welcome to Edgewood Jr./Sr. High School, A School of Choice. You are now part of an exciting and challenging educational adventure where seeking excellence is not just a slogan but also a way of life. Each of you will help shape the character and traditions for our school as we have now completed the transition from a middle school to a 7th to 12th grade Junior/Senior High School.

Edgewood Jr./Sr. High School of choice will continue to be a place where students who wish to learn will be working with teachers who wish to teach in an orderly, safe, and highly motivated environment. The opportunities to learn, explore, create, serve, and grow for the future will be here, and they are yours for the taking.

No one is "required" to attend this school of choice; it is a choice made by you and your parents under the policies and procedures given to you. It is a great opportunity to be a part a school devoted to "**Seeking Excellence In Who We Are, What We Know, and What We Do.**" In order to remain in the school, everyone is expected to meet the terms of the contract you have signed and always seek to live up to the Edgewood Code of Honor. Character development, college prep academic development, student activities, and appreciation and skills in the fine arts are all important elements of the school of choice.

The faculty, staff, and I look forward to getting to know each of you and we welcome you into the Edgewood Indian tribe. Join us in maintaining "Indian Pride - District Wide"! This handbook contains vital information for all students and parents and it is very important that students and parents **READ THIS HANDBOOK AND KEEP IT AT ALL TIMES FOR REFERENCE!** Students should have this with them daily.

Our mission statement at Edgewood is: "**Seeking Excellence In Who We Are, What We Know, and What We Do.**" I encourage each of you to dedicate yourselves to the goal of seeking personal and academic excellence and to living up to the "**Edgewood Code of Honor**" at all times. The "**Edgewood Code of Honor**" is found in this handbook and I urge you to read it several times, commit it to memory, refer to it often, and seek to practice it daily. If you really live up to this code, I promise you that you will be successful and happy at Edgewood and indeed in your life.

Some specific suggestions to help you achieve success at Edgewood are given below:

1. **MAINTAIN GOOD ATTENDANCE:** We can't teach you if you are not here. Each day you are out, you miss something that cannot really be made up. Parents are urged to plan trips and vacations during times school is not in session.
2. **FOLLOW THE SCHOOL RULES AND "THE EDGEWOOD CODE OF HONOR":** We insist upon a safe and orderly environment so that all students can have the opportunity to learn and teachers can teach. Know the rules and follow them!
3. **LISTEN:** To directions from teachers, administrators, guidance counselors, etc. Remember that we are here for you but if you don't listen, we can not help you.
4. **TAKE NOTES IN CLASS:** Get a notebook for each class and take notes in class and use those notes for studying for tests and for reference. Teachers rarely if ever ask questions on test that they have not covered in class and good notes will provide a good review for you in case you forgot.
5. **DO YOUR HOMEWORK AND TURN IT IN ON TIME:** Many students get failing grades because they do not do their homework and turn it in on time. Homework also helps you develop the skills and knowledge you will need for tests and for future class work.
6. **READ:** Read your textbooks, read the newspaper, read other good books, etc. Reading is essential to success in school.
7. **STUDY AND MAKE A SINCERE EFFORT TO DO YOUR BEST!**

I look forward to a GREAT year at Edgewood School of Choice.

Best Wishes to Each of You!

Dr. Kenneth J. Winn, Principal

CODE OF HONOR

Edgewood students, administration, faculty, staff, and parents are committed to seeking excellence in who we are, what we know, and what we do. In pursuit of this goal, we pledge to uphold the following values:

Personal Integrity

I will exhibit honesty, responsibility, and respect toward all members of the Edgewood community.

Academic Integrity

I will pursue academic excellence through honest, personal effort, and scholarly practices.

ACADEMIC INTEGRITY DEFINED

I will not engage in the following dishonest behaviors:

- Cheating
- Deception
- Fabrication
- Plagiarism

Cheating

Cheating is any activity that gives a student an advantage over other students. A student can engage in cheating even if they are not the one who receives the advantage.

Examples include but are not limited to:

- Using any form of crib notes (unauthorized notes during an examination including written and electronic)
- Looking at another student's test or allowing another student to look at your test during an assessment
- Copying another student's work including homework, class work, projects, labs, tests, etc.
- Sharing and receiving information about a test (verbal, texting, or written)
- Being absent on the day of a test with the intent of gaining extra time for preparation and study
- Buying, selling or trading papers, projects, or other coursework

Deception

Deception is the purposeful telling of an untruth, fraud, or the act of withholding information in any form.

Examples include but are not limited to:

- Lying to teachers and administrators
 - Falsely claiming to have submitted work
 - Providing a dishonest excuse when asking for an extension on a deadline
- Falsifying any document by changing or mutilating it

- Altering research procedures, materials, or equipment with the intent to change the outcome or results
- Falsification of data with the intent to misrepresent the research

Fabrication

Fabrication is the act of creating or changing information, sources, or data in order to deceive.

Examples include but are not limited to:

- Inventing sources or quotations in written work
- Submitting false data or results

Plagiarism

All work turned in for credit shall be the result of student ideas, research, and effort. No student shall turn in for credit the ideas or work of another student or outside source without properly identifying the source.

Examples include but are not limited to:

- Passing off another person’s ideas as one’s own
- Submitting previous used work without the teacher’s permission
- Using the research or evidence of another person without properly citing the source

GENERAL SCHOOL INFORMATION

School Begins: 8:45 a.m.
School Dismissed: 3:30 p.m.
Front Office Hours: 8:00 a.m. – 4:00 p.m.
Office Phone: 321-454-1030
Fax: 321-452-1176
Principal’s E-Mail: Winn.Ken@brevardschools.org
Edgewood’s Web Site: www.edgewood.brevardschools.org

BELL SCHEDULE #1 (Regular)	
8:40	Warning Bell
8:45 – 9:32	1 st Period
9:36 – 10:23	2 nd Period
10:27 – 10:35	3 rd Period TRIBES
10:39 – 11:26	4 th Period
11:30 – 12:57	5 th Period & Lunch
11:30 – 12:00	1 st Lunch
12:27 – 12:57	2 nd Lunch
1:01 – 1:48	6 th Period
1:52 – 2:39	7 th Period
2:43 – 3:30	8 th Period



Bell Schedule

Alternative bell schedules will be used for pep rallies, advisement, or other activities. Teachers will inform their classes when we are to be on a special schedule. Whenever class periods are changed, announcements will be made ahead of time. Special programs or activities will not affect the beginning or ending times of the day, except for shortened exam days at the end of the semester.

Need:	Who to See:
Accident Form	Front Office
Athletic/Activities Director	Mr. Dean
Attendance	Dean's Office – Mrs. Lyle
Custodial Assistance	Mr. Williams
Discipline Information	Dean's Office
Free/Reduced Lunch	Guidance – Mrs. Kimmey
Lock/Locker Problems	Guidance – Mrs. Kimmey
Lost & Found	Dean's Office – Mrs. Lyle
Medical Attention	Clinic/Health Tech.
Personal Guidance	Guidance Office and/or TRIBE Teacher
PE Uniform Purchase (during TRIBE ONLY!)	Front Office
Records Request	Guidance – Mrs. Kugelmann
Report theft or Vandalism	Dean's Office
Schedule Change	Guidance Counselors – King/Wells
School Lunch Pre-Pay	Cafeteria – Mrs. Artura
Sexual Harassment	Front Office – Dr. Winn
Sign-In Late Pass	Dean's Office – Mrs. Lyle
Sign-Out of School	Dean's Office – Mrs. Lyle
School Store	Media-Center – Mrs. Hillcher
Withdrawal from School	Guidance – Mrs. Kugelmann

ATTENDANCE INFORMATION

Attendance is required by state law and school board policy of all students during the days and hours that the school is in session. It is the legal responsibility of parents/guardians and students to ensure that students are in school each day, and to report any absences to the school as soon as practicable. In order to ensure good attendance, parents are urged to plan all vacations and family trips during the summer, student holidays, spring break, etc. so the student does not have to miss school time. Try to schedule doctor and dentist appointments before or after school hours. Avoid checking students out of school prior to the end of the day unless it is an emergency. Last checkout is 3 pm. See that students get to school ON TIME with proper dress, lunch money, materials, and supplies.

Attendance / Report Card Grades / Promotion & Retention

School board policy provides that a student absent more than nine days within a semester will not receive a passing grade for the semester. Thus, it is possible that the student would not be eligible for promotion to the next grade level. Students must attend at least four periods in order to participate in athletic events, fieldtrips or special events. Attendance is maintained by each teacher, and nine absences in any teacher's class may result in a failing grade (FA) for that class.

Excused and Unexcused Absences

We appreciate a phone call to let us know when your student is going to be absent for the day, but it is important to note that **the phone call does not replace written proof of absence upon their return**. Please be sure to send this note when your student returns to school. It is important to secure medical evidence whenever possible. Parents should be aware that school events, court appearance of the pupil, and insurmountable problems (prior permission of the administration is required except in an emergency), will be marked as administratively approved and not count against the nine-day semester window. Students who do not have written excuses signed by parent/guardian shall receive an unexcused absence. After an absence, a student has a maximum of five school days to submit proof for an excused absence. After that time, absences may not be excused except through the appeals process at the end of the semester. Proof should be provided the first day back if at all possible. All absences count toward the nine days except: court dates, religious holidays, illness with medical documentation, chronic and extended illness and field trips.

What to do After an Absence

When a student has been absent from school they are to report to the attendance office with their note (parent, doctor, court, or administrative). The attendance clerk maintains the original note on file, and if it is an excused absence, issues an excused slip for the student to show to the teachers of the classes missed. The slip should be left with the last hour teacher. If it is "excused" as defined above, these days do not count in the nine-day semester window. Any other absences do count. When students are away from class on an approved school activity or are with another school official on business, the absence shall be recorded by the teacher as an absence from their class and properly coded but NOT REPORTED on the report card.

Upon receipt of a student's admit, the teacher will record the proper reason for the absence. When there is not an excused slip, a "U" (unexcused) will be recorded. At the end of the semester, the teacher will count all "U"s and if the total number is more than nine, the student must be given an "FA" (failed due to absences) as a grade. Unless the student has also failed academically, an "F" is given. Attendance on report cards will include all absences, both excused and unexcused. Teachers will allow students to make up work missed because of absences during the nine-day maximum period (excused or unexcused) and for properly excused absences thereafter. The exception may be in the case of suspensions. The principal shall determine whether the student should be given the opportunity to make up school work and course requirements missed while absent due to out-of-school suspension.

The student should ask each teacher they missed during the absence for an opportunity to make up the work. The student shall have a reasonable amount of time (a maximum of 10 days after return), left up to the discretion of the teacher, to complete make-up work. Principals may grant extensions for extenuating circumstances. All educational requirements for the course shall be met before a passing grade and/or credit is assigned.

Check Out Policy

A student should go to Attendance to check out of school. If a student has an appointment, he/she should have a note to show the teacher and the attendance office personnel. The office staff will verify the information by telephone. **Last check out of the day is at 3 p.m.**

If a student becomes ill and feels the need to go home, he/she should go to the clinic where personnel will contact the parent by phone to secure permission for the student to check-out. It is imperative that current home and work telephone numbers be on the health card. If the parent, or other contact person cannot be reached, the student will not be allowed to check-out, but will be permitted to rest in the clinic for a short amount of time.

School Board policy prohibits students from leaving school grounds for lunch. The school does not encourage parents to check students out for lunch or bring in fast food, as limited time during the regular school day results in valuable class time being lost.

Check-In Policy

A student who comes to school late, excused or unexcused, should see the attendance clerk to obtain an admit to class. A student who arrives at school after 8:45 a.m. will be counted as absent until properly checked in. Students who are habitually late, or fail to sign-in upon arrival, will be referred to the Dean's office.

Homework Requests

Parents may request homework from the student's teachers prior to an absence of two days or more. Please bring a parent note to the Attendance Office for approval. Upon approval, students will receive a form to present to their teachers. This will require 24-36 hours for processing. If a homework request is made for absences that are not pre-arranged, a student must be absent at least two days before a request can be made to the Attendance Office. Please allow 24 – 36 hours for this request to be processed.

Tardy Policy

The purpose of any tardy policy is to emphasize the importance of being on time. The habits that students develop now tend to stay with them the rest of their lives. Tardiness is handled by the individual teacher as follows:

	Action Taken
1 st	Warning
2 nd	Detention
3 rd	Detention & Parent Contact
4 th	Detention
5 th	Referral for Insubordination

Attendance Appeal Process

There may be some extreme or extenuating circumstances that may not be covered in the "excused" absence classifications. In order to address these "extreme" situations, Edgewood has an attendance appeal process.

This process is as follows: At the end of the semester, announcements will be made when appeals packets are available to the students. Those students who think they are in jeopardy of failing because of attendance, may pick up an appeals packet from the Dean's office. The student needs to complete the packet as directed and abide by all deadlines. After the packet is completed and signed by a parent, it must be returned to the Dean's office. The Appeal Board will then meet to make a decision. The student is invited to attend and is encouraged to bring a parent. The student will be notified of the committee's decision within one week. Students need to listen to morning announcements for exact dates and times. Decisions of the Appeal Board are final. If the appeal is accepted, the student's teachers will be notified of the change in status. Teachers will then need to report any change in grade to the guidance clerk to correct the report card. The principal of Edgewood has designated this board to be the final appeal at the school, and therefore, the decision of the Appeal Board is final.

Withdrawal From School

No student will be allowed to withdraw without written permission from his/her parent or guardian. A student must obtain a withdrawal card from Guidance and have each of his/her teachers sign the card. He/She must also secure clearance from the counselor, media-center, and bookkeeper. Financial obligations must be met.

Student Not Living With Parent: Documentation Required

When a pupil is not residing with his/her parents, the residential or custodial parent of the pupil shall designate, in writing, that adult person with whom the pupil resides, who stands in 'loco parentis' to the pupil in order for him/her to be admitted or to continue in school. This statement must be notarized, signed, and accepted by the principal. Parents will be notified each time a child is absent IN SO FAR as possible. Parent permission is required for a student to check out of school. Only the parent or the person designated by the parent to the school in writing is permitted to check students in or out. Proper identification will be required by school personnel prior to allowing any student to be checked out of school.

STUDENT SUPERVISION AND SAFETY

Visitors

Parents are always welcome, however they are requested to make an appointment to visit a student's teacher. **All persons entering the campus must check in through the front office and receive a Visitor's Badge.** Teachers are not permitted to allow visitors to enter their classroom without a Visitor's Badge. Visitors are allowed on campus for school related business only. Social visits are not allowed. Please do not send cousins or friends of the family to school with your student. We cannot permit them to stay on campus. Trespassers will be prosecuted.

Safety Drills

Fire and Civil Defense drills are held regularly to develop safety practices that will help students move quickly, in an orderly manner, to re-designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions, which the situation may dictate.

After School Hours

Often students will have a special prearranged need to remain in the building after the dismissal bell. In order to accommodate after school meetings, athletic practices, and other school events, students are asked to be out of the fenced area by 4 p.m. This will allow the custodians to clean the building. The school assumes no responsibility for students 30 minutes prior to school and 30 minutes after the student day ends.

DISCIPLINARY POLICIES AND PROCEDURES

School Board policies related to rules for student conduct and disciplinary procedures are contained in the *Secondary Student/Parent Handbook*. Be sure to read it. Board policy will be enforced. Students are also required to know and abide by all rules in the Student Handbook.

All students will attend a grade-level orientation meeting conducted by the administration during the first week of school. School policies pertaining to disciplinary action shall be thoroughly reviewed and discussed the first week of school during the TRIBE time. A new student shall receive a copy of the *Secondary Student/Parent Handbook* at the time of his/her registration and be informed of its contents.

Classroom Rules

All teachers at Edgewood will follow regulations of the School Board and of the school administration. In addition, the administration has requested that teachers develop a set of classroom rules. Teachers will go over their rules with all students as well as post a copy of the rules in their rooms. Not following classroom rules may be handled by the individual teacher as follows:

Per. Semester	Action Taken
1 st	Warning
2 nd	Detention
3 rd	Detention & Parent Contact
4 th	Detention
5 th	Referral **

**For serious disruptions, misconduct, or violation of the *Code of Honor*, the teacher may begin at this step.

Detention Policy – Prior to Referral to the Dean

If the student is assigned a detention, it is the student's responsibility to serve the detention. According to School Board regulations, a student may be detained up to one hour after school is dismissed. An effort shall be made to notify one of the pupil's parents prior to detention. Transportation of the pupil following detentions is the parent's responsibility.

Detentions are assigned by the classroom teacher for such things as misbehavior in class, not following rules, tardiness to class, etc. Serving a detention is a punishment for unacceptable behavior, not a trade off for the unacceptable behavior. Therefore, after three detentions per semester, the teacher will write a referral to the Dean's Office for each additional misbehavior. On the first referral, reasons for the three detentions will be listed.

If a student is absent on the day he/she is to serve a detention it is the student's responsibility to check with the teacher their first day back to reschedule the detention. If the student does not check with his/her teacher, and is later written up for a missed detention, the student will be subject to normal missed detention consequences.

When a student fails to serve a detention, the teacher will talk with the student the next day. If the student does not have an acceptable excuse for missing the detention, a referral will be written. Failure to serve detention will be viewed by the administration as lack of cooperation by the student and will be handled as misconduct.

Detention Appeal Process

Any student who receives a detention that, in his/her opinion, is not deserved has the right to appeal the detention. All the student needs to do is bring a signed, written copy of the detention notice to the assistant principal in charge of discipline, before or after school or during lunch. This must be done prior to the time the detention is to be served.

School Rules

Academic Integrity

Students are expected to pursue academic excellence through honest, personal effort, and scholarly practices. Please see the Edgewood Code of Honor for a description of academic integrity. Violations of academic integrity will result in a dean referral.

Beepers and Cell Phones

Maintaining the integrity of the learning environment is our top priority. Students will be permitted to have cell phones in their possession throughout the school day, but shall cause no disruptions. Students are encouraged to keep their phone off or on a "silent" mode. "Vibrate" mode is not "silent" mode. Cell phones will not be visible during the school day. A cell phone contract must be completed and kept in the Dean's office. Edgewood is not responsible for lost or stolen items.

Radios, CD Players, DVD Players, IPODS, MP3

All personal sound and video equipment should not be brought to school unless it is going to be part of the instructional lesson, and has been approved by school officials. Violators will be subject to disciplinary action, and the item will be confiscated.

Food and Chewing Gum

Chewing gum and eating food in classrooms presents housekeeping and maintenance problems for the custodial staff as well as damaging furniture and carpeting. Therefore, parents and students are advised that chewing gum or eating in classrooms is prohibited at Edgewood. Violations will result in disciplinary action. Chewing gum in the cafeteria or in hallways is also prohibited. Don't bring gum on campus!

Leaving School Grounds

Once on campus, student may not leave unless properly checked-out! NO STUDENT may leave school without the permission of a parent AND a school official during the day or during lunch. Violations may result in disciplinary action.

Returning to Vehicle

Once on campus, students may not return to their vehicles for any reason without permission from an administrator.

Public Affection

Public affection that exceeds holding hands is in poor taste. Pupils who continue to engage in public affection after being warned shall be referred to the appropriate administrator. If the problem continues after a warning, it shall constitute an act of misconduct, which may result in suspension.

Tobacco & Products

Tobaccos (and products) are illegal substances on school grounds. Possession and/or use will result in a referral to the Dean's office for appropriate disciplinary action, which may include suspension. The offense will also be reported to the School Resource Officer who may issue a ticket. Tickets may bring a \$25 fine, as well as class and community service.

Dress Code

The Board's dress and grooming policy was developed to provide specific guidelines for students to follow and staff to enforce regarding the dress or appearance of each student. Staff must ensure that a student's dress is not extreme to the point that it creates a disruption in the learning environment, offensive or vulgar to the point that it creates a disruption in the learning environment, offensive or vulgar to the point that it infringes on the rights of other students/staff, may represent a hazard to the student wearing the attire, other students, staff, or to school property. Student dress standards of personal grooming should be in conformity with a studious atmosphere. The dress code shall be incorporated into the school's Student Code of Conduct.

The following represents a minimum dress standard for all students to follow:

Head

1. No hats, curlers, bandanas, or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
2. Extreme hairstyles, hair colors, or make-up that is disruptive or does not allow direct eye contact is prohibited.

Upper Garments

1. Garments must be of a length and fit that are suitable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
2. Strapless garments are prohibited. Straps of permitted garments must be a minimum of 1½ inches in width. (Tube tops and halter-tops are prohibited.)
3. Necklines of all upper garments must be modest. Low cut necklines are prohibited.
4. Excessively large or baggy clothes, which may conceal dangerous items or be a safety hazard, shall not be worn.
5. Upper garments must adequately cover the waistline and must not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.).

Lower Garments

1. Pants shall conform to the build and stature of the student; shall be worn at the waist; and shall not extend below the heel of the shoe in length. Pants shall have no holes or rips.
2. Undergarments shall not be visible. (Sports bras are considered undergarments.)
3. Dresses and skirts must reach mid thigh.
4. Shorts must have clearly discernable inseams of reasonable length and cover the buttocks. Short shorts are prohibited.
5. Garments must be of a length and fit that are suitable to the build and stature of the student.

Footwear

Students in K-6 must wear shoes that are safe and appropriate for recess and physical education. Students in grades 7-12 may wear footwear commonly considered as beachwear (for example, flip-flops, thongs, etc) unless a course of instruction requires them to wear safe and appropriate footwear to protect the student from injury i.e. athletic shoes in physical education classes.

Accessories

1. Jewelry and accessories shall not convey messages that are crude; vulgar/profane; violent/death-oriented; gang related; sexually suggestive; and/or promoting alcohol, drugs, or tobacco.
2. Pierced jewelry shall be limited to the ear. Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.

Gang Symbols or Clothing Showing Membership/Affiliation with a Gang

1. Any clothing, accessories, symbols, or regalia that convey membership or affiliation with a "gang" or other similarly oriented group or association prone to violence or criminal acts is prohibited.
2. Prohibited gang clothing, accessories, or regalia can include, but is not limited to, gang related colors, rolled up bandanas about the head or other parts of the body, knit caps, rolled up or split pant cuffs, certain sports attire that has a "street meaning", etc.

Other

1. Beachwear and see-through or otherwise revealing apparel is not considered appropriate.
2. Students are not permitted to wear clothing which contains vulgar, sexually explicit, or oriented wording/scenes, promotes tobacco, alcohol, or illegal drug use, or contains printed profanity as defined in Policy 5500.

NOTE: Students found in violation of the dress code will be sent to the office for correction. Parents will be required to bring appropriate clothing, or the student will be sent home. **Students will not be allowed to attend classes or remain on campus with clothing that is in violation of this dress code.** After the first week of school, students who violate the dress code MAY be assigned to Saturday School. Repeated offenses will be seen as insubordinate behavior and may result in suspension from school or other disciplinary actions. **Parents are strongly encouraged to monitor their child's dress and help avoid disruptions in the educational process for their child and for the school. GOOD COMMON SENSE AND THE ABILITY TO SAY NO TO EXTREME DRESS IS ESSENTIAL.**

School Board Rules Specifically Prohibit:

Dangerous or Disruptive Items, Weapons, Firearms – Pupils shall not carry a firearm, knife, weapon, or an item which can be used as a weapon. Notice is hereby given that possession of a firearm, a knife, a weapon, or any item which can be used as a weapon by a student while on school property or in attendance at a school function is grounds for expulsion and referral to proper law enforcement agencies. Disciplinary action may also result in criminal prosecution.

Assault or Battery on School District Personnel – Any pupil found to have committed an act of assault, aggravated assault, battery, or aggravated battery on any elected official of the school district, teacher, administrator or other school district personnel, shall be recommended for expulsion and placed in an alternative school setting for a minimum period of one year. Upon being charged with such offense, the pupil shall be removed from the classroom immediately and

placed in an alternative school setting pending disposition. The student will also be referred to appropriate law enforcement

Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances – Being in possession of, or being under the influence of, buying, selling, using, at any school function or on school property, is grounds for expulsion and referral to proper law enforcement agencies.

Violence and Violent Behavior – Violent behavior by a pupil or adult student, will not be permitted at any time at school, on school property, at school bus stops, on school sponsored transportation, or during school sponsored activities. Violence, or the threat of violence, will bring disciplinary action, which may include suspension, expulsion, and referral to law enforcement.

Severe Exceptions: There are certain behaviors that are more severe and will not be tolerated at school. These behaviors include, but are not limited to:

Alcohol	Arson / Bomb Threats / Explosives
Disrespect	Drugs
Fighting / Assault	Gross Insubordination
Theft / Extortion	Vandalism
Weapons	Willful Disobedience

Bomb threats are a Felony crime punishable by a maximum of 15 years in prison, \$10,000 fine, and expulsion from school.

Any student involved in severe misbehavior will be automatically suspended. This includes, but is not limited to drugs, alcohol, weapons, assault, disrespect, fighting and severe campus disruption.

Student Referral for Discipline –Procedure

- Teacher presents written report to administration
- Charges are read to student; student responds to charges. He/she is encouraged to write his/her version of the incident.
- If a student does not question the charges, he/she may sign an admission of guilt or indicate that opportunity was made available to respond and chose not to do so.
- If he/she claims not guilty, inquires will be made.
- The administration will assign, in writing, the appropriate action to be taken on the case.
- If a suspension is involved, the administration shall attempt to contact the parent as soon as possible. A written letter shall also be sent home with the student. If parents desire to appeal the suspension, they should direct their appeals to the principal.

Administrative Discipline Progression

1. Student Conference and/or Dean's Detention
2. 2 Detentions
3. Saturday School (Parent Contact)
4. Suspension pending parent conference
5. Suspension from school
6. Dismissal from School of Choice

- Depending on the infraction, steps on the progression may be skipped. Examples include but are not limited to academic integrity, disrespect, etc.
- Behavior Probation may follow Saturday School.

Saturday School

Saturday School is one of the discipline tools available here at Edgewood. While it is not our desire for students to attend school on Saturday, it is an alternative to suspension from school. Those students that fail to attend an assigned Saturday School are subject to suspension from school.

Student Grievance Procedure (Sexual Harassment Discrimination)

Students who feel they may have a grievance should report it immediately to the school principal. Their concerns will be investigated and they will be given a written description of the complete grievance process. Sexual harassment and discrimination are totally unacceptable at Edgewood and will not be tolerated.

STUDENT SERVICES / INFORMATION

Student Messages and Deliveries

Every time we have to call a classroom, that teacher is interrupted from the lesson, and your student is interrupted from the activity, whether it is taking notes in a lecture, in the middle of a test, or listening to a student presentation. Please help us keep a handle on messages and deliveries by helping your student make sure they have all their supplies, homework, and lunch before leaving home.

We will call students for messages **TWICE a day, right before lunch, and at the end of the day.** Please do not call students on cell phones during school hours.

We do not have the office staff to deliver lunches, or lunch money to the cafeteria once lunch has started. When you call with a change in transportation, we will make every effort, but **we cannot promise that your student will always hear/or get the message.** Deliveries for flowers, balloons, etc. will not be accepted! We cannot send these to the classroom, because they are an additional disruption to the class. Please reserve these for your parties at home.

Student Telephone Use

Office telephones are for official school business only, therefore, student use shall be restricted to emergencies only. If the student feels there is an emergency, details must be provided to the office personnel. Emergencies are usually cases where the health or safety of the student is at stake.

Teacher Communication

Our office staff makes every effort to get your message to a teacher. If the teacher is not in their classroom, or the teacher lounge, a message will be taken and e-mailed to the teacher via their computer. Often, the teacher you wish to talk with has already had their planning period or had other duties during their planning, and may not be able to get back to you before the end of the day. Please be patient with us; we know that your call is important and we will make every effort to respond in a timely manner. If you request a teacher to return a call and you do not receive a reply within two days, please call the principal's office. If it is an emergency, you may call the principal's office any time. If you would like, you may e-mail the teacher directly. Each teacher's address is:

Lastname.Firstname@Brevardschools.org

Winn.Ken@Brevardschools.org

Clinic and Medical Information

Our clinic is staffed by a Brevard County Health Department Health Tech. The Health Tech may dispense medication, call parents when students are ill or injured, and care for students in general as needed. The clinic hours are 8:15 a.m. – 3:15 p.m. It is policy that all medications must be in the original container, not expired, and brought in/out of school by the parents or legal guardian. Proper paperwork must be filled-out or the medications will not be dispensed. Over the counter meds are allowed to be given here at school for a ten day period ONLY! After that a doctor's note is necessary for us to continue to dispense. It is the **student's responsibility** to remember to come and take their medication! All medication not picked up from the clinic by the last day of the school year will be discarded. Retrieving medication is the sole responsibility of a parent.

Parents will be asked to fill out emergency numbers where they can be reached when their children become ill and have to go home. Necessary information must be on file in the school office in order that school personnel may get in touch with the parents during school hours, should an illness or accident occur. **Parents should be certain that school records contain any new home phone or emergency numbers at work.** If the nature of the illness is such that a child should go home, efforts will be made to notify parents. Pupils will not be released to anyone except parents or their designees. If a student is sick, and we are unable to reach anyone, the student will be allowed to lie in the clinic for 15 minutes and will then have to return to class. Parents should notify the school as soon as possible of any serious medical problems needing the teacher's and/or clinic's attention.

Student Insurance

The school acts as an intermediary in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. It is recommended that all students be covered by some form of accident insurance, either the family's own insurance and/or student insurance. The school does not provide insurance coverage for students. Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, a claim form may be obtained from the front office. This form must be completed by a parent/guardian and presented to the doctor or hospital.

Cafeteria

We take great pride in our cafeteria and expect that all students will do their part by observing these rules:

- Place all debris into trash barrels. Clean up around your seat. We are proud of our cafeteria and we thank you for your cooperation!
- Speak in a normal tone of voice.
- Do not run or push; keep in line and wait your turn. "Cutting" is a practice that is highly frowned upon by your peers who may be afraid to say no, and by the faculty who are committed to providing an "equal opportunity cafeteria" for everyone.
- Food is not to be taken from the cafeteria.
- WALK to the cafeteria, and WALK when you are inside the building.

- Lunch is a relaxed time, not a time for horse-play, arm-wrestling, and general rowdiness.
- Please do not leave the cafeteria unless you have checked with an administrator first.
- Student and/or parents may pre-pay for their lunch by taking a check into the cafeteria before school. Student lunches are \$1.85 for the full lunch, and we also have ala-carte items available.

Free and Reduced Lunch Program

Applications for this program are available in the Guidance Office. If you have any questions, please call Guidance, 454-1030, ext 2001.

Free Breakfast Program

A free breakfast program is available for all students who wish to participate. Breakfast is served daily from 8:00 – 8:45.

Vending Machines

There are an assortment of vending machines located in the gymnasium, locker-room and cafeteria commons. The machines may not be turned on until one (1) hour after lunch each day. The machines are on a timer. The times they will be on are: 2:00 p.m. until 9:10 a.m. Please use trash cans for all empties!! **Remember there is to be no food, drinks, candy, etc inside classrooms.** Teachers will not allow students to go to the vending machines during class time.

Lost and Found

Articles may be turned in or picked up in the Dean's office. Check with your individual teacher before checking with lost and found. Unclaimed articles shall be donated to charity.

Media Center

The Media Center is open from 8:00 a.m. – 3:45 p.m. Monday through Thursday and until 3:30 p.m. on Friday. In addition to a large collection of books, we have 60 computers for student use. All computers have internet access, word processing, presentation and spreadsheet applications as well as a variety of educational games. Printing is 5 cents per page for black and white and 25 cents per page for color. Students are highly encouraged to have a flash drive for saving work. Edgewood has a large number of online resources which can be accessed under Links on Edline. Information about these resources can be found under Contents on Edline.

Books circulate for two weeks and can be renewed. Students may check out three books at a time. Overdue fine is 10 cents per school day. Fines stop accruing when the book is turned in. Students are free to use the Media Center before and after school, during lunch and with a pass from a teacher during class time.

School Store

The School Store is located in the Media Center. Limited supplies of paper, pencils, and folders are stocked. A nice selection of spirit gear is available as well. A student may patronize the school store before school and between classes. Mrs. Hillcher is the sponsor.

Locks and Lockers

As a part of the fall registration process, each student will choose a locker on the day of registration. Students are required to purchase a lock from Edgewood at a cost of \$4 that may be used for the student's entire time at Edgewood. Returning students need to bring back their lock from last year, or may purchase a new one if needed. There will be a fee of \$2 to use a lock in the PE locker rooms. Those locks will remain the property of Edgewood Jr/Sr High School.

Students are responsible for lost or stolen locks. Any unauthorized lock will be cut off the locker and replaced with a school lock, which the student will be required to purchase. The student must see the bookkeeper for access to the locker, should that occur. We will have additional locks that may be purchased at the cost of \$4. Any vandalism to the locker should be reported to the dean. If you have a problem with the lock, or if you need the combination, you will need to see Mrs. Kimmey in Guidance. Lockers are the property of the school and are subject to inspection at any time. Students must use the locker they have chosen and are assigned for the entire year. They are not to move their locker or switch with a friend without first consulting the bookkeeper and getting the locker officially changed. Students are responsible for the contents and the condition of the locker assigned to them. It is very important that students not share a locker, and under no circumstances should students give their combination to anyone. Lockers are storage for books, paper, etc., not valuables or money. **Lockers are the property of Edgewood and are subject to search by school officials.**

Locker Safeguards

- When opening your lock, be sure and use two hands, one to turn the dial and the other to shield the lock to insure confidentiality of the combination.
- Do not write your combination down in a place that can be easily accessed by someone – don't write it down in your folder and then loan the folder to a friend for the notes.
- Be sure your lock is locked before you leave your locker. Snap the lock shut and spin the dial. Give the lock a gentle tug to be sure it is secure. See the bookkeeper if it will not lock.
- **DO NOT GIVE YOUR COMBINATION TO ANYONE – NOT EVEN YOUR BEST FRIEND!** They might not be your friend tomorrow!
- Remember, you are responsible for lost or stolen textbooks and any school property in your possession.

Textbooks

Free textbooks are provided for students pursuant to Florida School Statutes. Books are the property of the taxpayers (parent) and must be properly cared for. Students will be required to pay for lost textbooks and also for damage beyond

normal wear. With each textbook costing on average of \$50 or more, it is important to the parent's checkbook that great care is given to textbooks. At times there are book covers available in the guidance office, and we encourage students to take this precaution. Parents, **the greatest single contributing factor to lost textbooks are when students share lockers, and more than one person has knowledge of the locker combination.** Please encourage your student not to share their locker.

Bicycles, Scooters, Skateboards, and Motors

All students who ride bicycles to school must provide their own locks and park their bikes at the designated area near the Dean's Office. Bicycles, scooters and skateboards must be walked on all sidewalks in and around the building. (A reminder to students: all scooter and bike riders are required to wear a helmet.) The school does not assume responsibility for any of these items. Licensed students are allowed to park their vehicles on school property, if they obtain a parking pass from the Attendance Office. The cost is \$20 per year.

Parking for Student Drivers

All students must have a school issued parking pass in order to park on school grounds. Students are to drive their vehicles in a responsible manner entering and exiting school lots. Passes must be visible from the front windshield, and students must park in the designated student area. Cars without parking passes are not permitted to park on school property. After arriving on school property, a student should park his/her car and immediately enter the building – NO "hanging out" in the parking lot. The student parking lot is off-limits during school hours. Lunch money, books, etc. should be brought into the school upon arrival. Failure to purchase a parking pass, to display it appropriately in the car or to park in the appropriate student lot, will result in fines, loss of parking privileges and other disciplinary actions. Student vehicles parked on school property are subject to search.

STUDENT ACTIVITIES

Intramural Program

The intramural program is a before or after school activity designed to provide students with the opportunity for participation in supervised, competitive play. Activities to be included in the yearly program are determined by student interest and instructor availability. This program is open to all students, regardless of ability, and is conducted both on campus and at various community facilities, such as Kiwanis Island, Shore Lanes Bowling Alley, and other local establishments.

Student Activities - Inter Scholastic Sports

Eligibility Guidelines for Student Activities:

- In order to be eligible to participate in athletics and extracurricular activities, students will need to maintain 2.0 cumulative, unweighted GPA on all subject areas.
- Eligibility will be determined each semester.
- You must be regularly promoted.

- Must maintain satisfactory conduct (Any referrals to the dean shall be considered individually by the principal and athletic director as to the nature and/or frequency of offenses.)
- A student, who for disciplinary reasons is assigned to out-of-school suspension, shall be declared ineligible for the period of suspension. A second suspension within a competitive season may result in ineligibility for the remainder of the season in the cases of athletics and cheerleading, or for one grading period in the case of all other activities. A student otherwise eligible at the beginning of a semester may be declared ineligible by the principal prior to the end of the semester for lack of attendance, improper conduct, or other valid reasons.

ACADEMICS

Edline

Edline is an online program which allows access by students and parents to view grade reports, assignments, internet links and general school information. Students and parents each have their own sign on. Sign on information is available for new students and parents at registration.

Fee Information

A fee schedule has been adopted by the school board to supplement those programs requiring costly materials for projects. The fee is actually 'returned' to the student through completed class projects, or as in the case of the activity fee, as a printed student handbook.

Art	\$ 5 per semester
Band Instruments	\$ 25 per semester
Hall Lock	\$ 4
PE Lock Use Fee	\$ 2
PE Uniform	\$ 15
Student Activity Fee	\$ 1 at registration

Grading Procedures

In accordance with School Board Rule 6Gx53.06.(3), Reporting to Parents, the following policies shall be implemented in order to establish suitable uniform procedures for marking and reporting progress of pupils to their parents.

Grades shall be a measure of a student's progress and achievement in mastering the subject matter, based on the quality of work done, and reflecting comprehensive evaluation which utilizes a number of marks. A student's regular attendance, daily preparation, and promptness in completing assignments should be consistent and congruent with these grades and taken into consideration in reporting a student's progress. In calculating the year grade, the teacher will average the two semester grades. Teachers may use the numerical grades or the letter grade code, (4, 3, 2, 1, 0), in doing the calculations.

No grade lower than 39 will be recorded for the nine-week average. If the student earns a nine-week grade less than 39, or if a student receives a failing grade due

to excessive unexcused absences, the minimum grade to be recorded shall be 39. This grading floor is intended to prevent the student from reaching a situation where academic motivation is totally destroyed.

When a student is to receive a failing grade (FA) due to excessive absences, the following guidelines will apply: Students who have earned an average of 60 or higher will receive 59 for the semester; students who have earned an average between 39 and 59 will receive the grade they have earned; students who have earned an average of 38 or less will receive 39 for the semester.

If a student has a failing grade at the end of the 4th week of the marking period, a parent notice must be sent home no later than the last day of the fifth week. A student may, however, still receive a failing grade based on poor performance during the last five weeks of the nine-week period.

Semester examinations shall be required of all courses. All student semester examinations shall be made available by the teacher for at least two weeks following the examination and shall be available for parent/student perusal. At the end of the year, these examinations will be available at the main office during this two-week period.

In calculating the semester average, the teacher shall count each nine-weeks score double, with the semester examination counting one-fifth of the grade. In performing the semester average calculations, teachers usually utilize the numerical value of each nine-week grade and the semester examination. However, teachers may utilize the point system for letter grades as long as it is done for all of their students, (A=4, B=3, C=2, D=1, F=0). In calculating the semester average, no grade below a 39 should be used either as the nine-week grade or as the semester examination grade.

If a student's performance on the semester examination is higher than his/her performance throughout the semester, the teacher may issue the student one letter grade higher than the mathematical calculations would typically provide. Such a decision should be made on actual academic performance considerations.

Grades, once recorded, other than an "incomplete," will not be changed without approval of the principal. For justifiable academic reasons, a principal may change a grade. All nine-weeks grade changes recorded as "incomplete" shall revert to an automatic failing grade after 10 days from the end of the nine weeks. The instructor will notify the front office in writing to change the grade.

GradeQuick

Teachers at Edgewood use the district-adopted grading software, GradeQuick. At the close of each nine-week term, grades are uploaded electronically to the district office where report cards are printed. Students receive a computer generated progress report approximately halfway through each term showing their averages in all their classes on the date they were processed.

Grading Scale:

A = 90 – 100	C = 70 - 79
B = 80 - 89	D = 60 - 69
F = 59 and below	

Homework Guidelines

The Board has determined that homework is a meaningful part of the school program and encourages its incorporation as a vital part of the learning process. In case of absence, it is the student's responsibility to approach the teacher and make arrangements for homework. Many students fail because they do not complete and turn in homework.

Awards and Recognition

Throughout the year, Edgewood students excel in many areas, and their achievements are recognized after each grading period, monthly, or rewarded at the end of the year at an awards ceremony to which parents and family are invited. There are several categories of awards and recognitions, which make up the program.

Subject Area – Teachers nominate students with outstanding contributions in class. The award is subjective, not based on academic standing, though the student selected may have the highest GPA.

Special Awards – These awards are based on certain criteria such as GPA, athletic achievement, or participation in contests beyond the school experience.

Students of the Month – Teachers nominate students who best exemplify the type of character expressed in the Edgewood Code of Honor, (i.e., honesty, acts responsibly, is kind and caring, treats people with respect, is a good school citizen, etc.)

Athlete of the Month – PE teachers nominate students based on their athletic ability, conduct, attitude, and cooperating spirit.

Academic Chief's Club – After each grading period, students are recognized for academic success based on GPA and conduct.

Student Athlete of the Year – Based on athletic participation and academic achievement

Principal's Academic Awards – These awards are given on the basis of teacher nomination based on objective and subjective criteria, academic consideration, character, and the degree to which they exemplify the Edgewood Code of Honor.

PROMOTION REQUIREMENTS

Middle School

7th & 8th students must have:

- Received a yearly passing grade in the four major academic subjects (math, language arts, science, social studies)
- Received a yearly passing grade in a least one of all other courses taken during the year
- Met the district attendance requirements
- Demonstrated mastery of the Sunshine State Standards by scoring at Level 2 or above on FCAT Reading
- Demonstrated mastery of the Sunshine State Standards by scoring at Level 2 or above on FCAT Math

High School

9th Grade to 10th Grade:

- Have been enrolled one year in the 9-12 sequence
- Earned at least 5 credits including 9th grade language arts and math,
- Met the district attendance requirements
- Demonstrated mastery of the Sunshine State Standards by scoring at Level 2 or above on FCAT Reading
- Demonstrated mastery of the Sunshine State Standards by scoring at Level 2 or above on FCAT Math

10th Grade to 11th Grade:

- Have been enrolled two years in the 9-12 sequence
- Earned at least 11 credits, including 10th grade language arts and math
- Met the district attendance requirements
- Demonstrated mastery of the Sunshine State Standards by scoring at Level 2 or above on FCAT Reading
- Demonstrated mastery of the Sunshine State Standards by scoring at Level 2 or above on FCAT Math

11th Grade to 12th Grade:

- Have been enrolled three years in the 9-12 sequence
- Earned at least 17 credits
- Met the district attendance requirements
- Demonstrated mastery of the Sunshine State Standards passing the FCAT Reading
- Demonstrated mastery of the Sunshine State Standards by passing the FCAT Math

SCHOLARSHIP INFORMATION

Bright Futures Scholarships: (Used for public and private colleges in Florida)

Florida Academic Scholarship: Minimum cumulative GPA 3.5; Test Scores: SAT 1270, ACT 28. Seventy-five hours of community service.

Florida Medallion Scholarship: Minimum cumulative GPA 3.0; Test Scores: SAT 970, ACT 20.

IMPORTANT INFORMATION FOR SENIORS

Graduation Ceremony

You must have met all requirements in order to participate in the graduation ceremony. It is the individual student's responsibility to be aware of graduation requirements and to know how he/she is progressing towards that goal. Students should contact their counselor yearly regarding this matter.

To participate in the Graduation Ceremony, students must attend Graduation Practice. Appropriate behavior is required. Disruptive items will be confiscated and could result in a graduate being pulled from the ceremony!

Dress code for graduation: Boys must wear dress collared shirts, dress pants and dress shoes. Girls must wear light colored dresses or pant suits and dress shoes. No jeans, shorts, T-shirts, tennis shoes, or flip-flops will be allowed. All cell phones or other electronic devices should be left in your car or at home as they could disrupt the graduation. These will be confiscated during the ceremony.

Honor Graduates: Any student with a minimum of 3.50 cumulative weighted GPA at the end of the first semester during the year of graduation shall be declared an honor graduate, provided that the student maintains a comparable level of performance during the second semester.

Rank-in-Class: Rank-in-class shall be for the purpose of college admissions and scholarships applications. The release of such individual student information shall be in accordance with School Board Policy 8330. Rank-in-class shall be computed on a cumulative unweighted GPA.

Scholarship Newsletter: This newsletter will be published several times during the school year and will include senior events and numerous scholarship opportunities beyond Bright Futures.

Senior Panoramic Photo: A professional photographer will take the senior panoramic photo during first semester.

Cap & Gown and Graduation Announcements: A class meeting will be held with Jostens, usually during October. The company will provide information on ordering the required cap & gown and optional announcements and other materials for you and your family.

Baccalaureate: This is a religious service usually held on a Sunday prior to graduation. Edgewood Jr/Sr High School is not responsible for this service, and it is not considered a school event. Attendance is optional.

Project Graduation: This is an all night party sponsored by the senior parents and the community. Address all questions to the PTO and parent in charge.

The Last Week of School: Return all school textbooks, team uniforms, school equipment and library books. Pay all fines and/or debts with the bookkeeper prior to graduation, or the school will hold your diploma.

College Visits: As per district policy you are allowed three per year with written notification to Edgewood a week in advance. These days will count as part of the nine day maximum per semester.

GRADUATION REQUIREMENTS



Language Arts: English III or AP Language is required	4 credits
Mathematics: Algebra 1, Geometry, Algebra 2, elective	4 credits
Science: Biology, Chemistry, Physics, elective	4 credits
Social Studies: World History, American History, Economics (.5), American Government (.5), elective	4 credits
Foreign Language: Three years of same language	3 credits
Health/Fitness/Physical Education – H.O.P.E.	1 credit
Career Research & Decision Making (9 th Grade)	.5 credit
Performing Fine Arts Elective	1 credit
Other Electives	6.5 credits

TOTAL 28 Credits

9th Graders must declare a major and minor program of study.

Honors Graduates will have a minimum 3.5 cumulative weighted GPA.

ADDITIONAL GRADUATION REQUIREMENTS:

- Passing score of 300 or more on the 10th grade FCAT Reading and Math tests
- Completion of one semester of Career Exploration in Middle School
- Leadership experience in one or more areas or projects
- Service Learning – 20 hours per year in attendance at Edgewood
- Accelerated Study: At least one class in middle school and at least two classes in high school. Acceleration in middle school means obtaining high school credit. Acceleration in high school is passing a college class via AP or Dual Enrollment.
- Eligibility for at least one post-secondary scholarship
- Maintain a competitive post-secondary admissions portfolio to include career and personal goals
- Successful completion of a Senior Project

COLLEGE PLANNING

Students interested in continuing their education after high school should begin early to formulate and discuss plans with their parents and counselor. In choosing a college or university consider the following:

- Type of educational programs available
- High School classes and GPA required for admission
- Specific admission tests required and performance expectations
- Length of time needed for completion of program
- Cost of tuition, room & board, etc.
- Financial Aid available

- Types of housing facilities
- Location, size, demographics of school
- Accrediting agency of the school
- Suggested Timeline and Checklist:

Grade Level	Goals	Steps to Achieve Goals
7 th and 8 th	Look ahead at possible career interests. Choose accelerated classes as much as possible.	Complete an “interest or career survey” similar to ones available on FACTS.org. Complete Algebra and begin foreign language classes by 8 th grade.
9 th – Freshman year	Become familiar with college entrance requirements. Do colleges and/or majors differ in course requirements? Which courses in your high school curriculum satisfies these needs?	Work with your parents, teachers and counselor to create a four-year high school curriculum plan.
10 th – Soph year	Think about your reasons for attending college. What are your learning goals? Do your college plans include career plans? Identify important factors in choosing your college.	Refine your goals and career interests. Consult college web sites. Read, discuss, listen and visit colleges. Attend college fairs and college night programs in your area.
11 th – Junior year	List colleges you are considering and collect information. Compare and contrast this data. Take appropriate entrance exams	Register for PSAT in October for National Merit Scholarship qualifying Take the SAT or ACT tests! Continue visiting colleges.
12 th –Senior year 1 st Semester	Apply to your choice colleges. Apply for scholarships.	Most application forms are on-line. Observe deadlines!! Write college essays and obtain recommendation letters. Submit transcripts.
12 th –Senior year 2 nd Semester	Apply for Financial Aid. Make final decisions.	Complete FAFSA form on-line. Consult college financial aid office. Notify the college of your choice and decline other admission offers.

SCHOOL ADVISORY COUNCIL

Edgewood works with the state-mandated school improvement process with our School Advisory Committee. It is a process that guides long-term and day-by-day decisions that contribute to comprehensive school improvement. The committee is composed of the principal and an appropriately balanced number of teachers, education support employees, parents, students, and other business and community citizens. The members reflect the ethnic, racial, and economic community served by the school. Every year this group sets specific goals related to Edgewood and its students. They meet monthly to implement strategies that will meet these goals. They develop a School Improvement Plan that may be reviewed at the school upon request. Officers for the school year will be elected at the September meeting. Council meetings are held once a month at 5 p.m., in our Media Center.

SCHOOL OF CHOICE CONTRACT

School of Choice Student/Parent Contract

Edgewood Jr/Sr High School agrees to accept students at this school under the conditions described below. Failure to abide by any of these conditions may result in either of the following:

- Immediate withdrawal and reassignment to your home school or
- Probation for the offense with withdrawal if repeated or not corrected
- The decision as to the appropriate action is that of the Principal.

Students will:

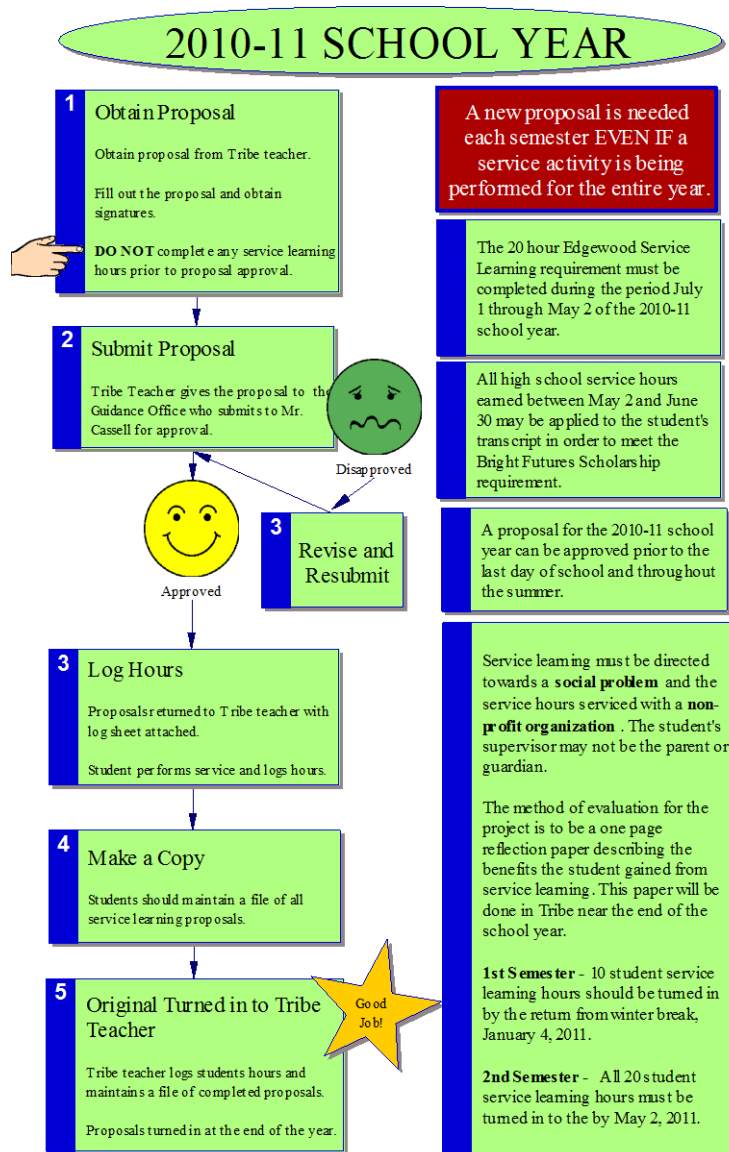
- Meet and maintain "on grade level" status
- Attend school regularly and remain throughout the scheduled hours
- Arrive on time, ready to learn with all necessary supplies
- Abide by all rules, regulations, policies, and procedures of the school
- Provide a service to our community (20 hours per year) – See Procedure on page 29 & 30.
- Meet graduation requirements for a Diploma of Distinction
- Maintain a competitive college admissions portfolio
- Complete a senior project

Parents will:

- Support their child in meeting the above requirements
- Provide a service to EJSHS (20 hours per year per family)
- Participate in parent teacher conferences, school meetings and related activities

Students choose to attend Edgewood Jr/Sr High School over other schools. High expectations for individual effort and student behavior are the norm. Signatures by both the student and the parent acknowledge commitment to the above expectations.

COMMUNITY SERVICE / SERVICE LEARNING



STUDENT SERVICE LEARNING PROCEDURES

All Edgewood students are required to complete 20 hours of service learning per year from July 1 to May 2 of current school year at a non-profit agency. In addition, high school students may earn hours for Bright Futures Scholarship from May 1 through June 30 of each school year. The procedure for reporting these hours is as follows:

- Obtain and complete the *Service Learning Proposal*. TRIBE teachers will explain how to fill it out. Completion of the proposal and administrator approval is required **before** logging hours.
- Turn in the completed *Proposal* to your TRIBE teacher. The TRIBE teacher will turn in proposal to Mr. Cassell for approval. TRIBE teacher will receive proposal back and return to student.
 - **If proposal is not approved:** Student needs to talk to TRIBE teacher, revise proposal then re-submit.
 - **If proposal is approved:** Student will receive approved proposal with approved log sheet attached.
 - Once approved, the *Proposal* and log sheet are returned to student, the student may begin earning hours. **NO hours can be logged prior to approval.**
- Upon completion of the project, all students will turn in the Service Learning Proposal and completed log sheet to their TRIBE teacher.

THE STUDENT NEEDS TO MAKE COPIES OF APPROVED PROPOSAL AND COMPLETED LOG SHEET FOR THEIR RECORDS BEFORE TURNING INTO TRIBE TEACHER. IT IS THE STUDENTS RESPONSIBILITY TO KEEP COPIES.

- Students will be required to write a one-page reflection paper as an evaluation of the service learning project. You should answer the following questions: *What were my service activities? Why did I choose these activities? How did I feel about my service activities? What did I learn from the activities? What impact did I make on the social problem that I investigated?*
- Upon completion of at least 20 hours, you are finished with the requirement for the year, but good citizenship continues after 20 hours!

Students may do more than one project to complete their hours; therefore, they may need more than one proposal and log sheet. The TRIBE teachers will keep completed Student Proposals and Logs Sheets in their Tribe book. The teachers will turn in their *Teacher Service Learning Logs*, *Student Proposals with Log Sheets* and *Reflection Papers* to the Guidance Office when requested.

All approved service learning proposals and logs must be turned in to the Tribe teachers by May 3, 2011.

www.FLVS.NET

STUDENT ENROLLMENT GUIDELINES

- **Students must take “Honors” level coursework at FLVS which is required for Edgewood Curriculum.**
- Seniors needing Health, Personal Fitness or any required course for graduation **MUST** take these courses on FLVS and be finished by the end of 1st semester. If this is not met students **MUST** return to their home school to meet graduation requirements.

COURSES TAKEN IN “ADDITION” TO A FULL-DAY SCHEDULE

- Students must receive guidance and principal approval for all courses taken on FLVS.
- Upon completion, these courses and grades will be entered into the student’s transcript.

COURSES TAKEN “AS PART” OF THE SCHOOL DAY

- Students may not take their entire schedule of courses at FLVS and remain in membership with Brevard Public Schools. Students must be enrolled in courses at their assigned school to be eligible for FLVS courses.
- The parent must submit to the principal a written request for the student to take FLVS courses as a part of the student’s schedule.
- The student must remain in a full day schedule at Edgewood until he/she has been “Classroom Assigned” at FLVS.
- Students must receive guidance and principal approval for all courses.
- Students may **NOT** remain on campus during the period they are taking a FLVS class.
- Upon completion, the course and grades will be entered into the student’s transcript.

FLVS Withdrawal Policy

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements and will abide by the following FLVS policies:

1. If the student does not submit the expected number of assignments within a period of seven (7) consecutive days, the student and parents will receive a phone call from the instructor. During the call, the students, parents, and teacher will work to resolve any issues that prevent the student from submitting an acceptable number of assignments each week.
2. If the student does not respond to the phone call by submitting assignments within seven (7) days or does not continue to submit an acceptable number of assignments each week, the instructor will send an email to the student/parent to remind them of the importance of submitting work and detailing the withdrawal process.
3. Students who fail to maintain the minimum work requirement, or who withdraw after the 28-day grace period will be issued a grade of WF and an F will be placed on the student’s transcript with Brevard Public Schools. If a student withdraws from a FLVS course that is “part of their school day” the student must then reenroll in a course at Edgewood. Students must have a 7 period day.

