STUDENT/PARENT HANDBOOK

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Introduction

Welcome to Edgewood Academy, herein referred to as EA. We are anticipating a very exciting school year. This handbook is designed to help students and parents understand the policies and procedures of EA. This handbook was developed in consultation with a dedicated review committee, and adopted by the Administration and the Board of Trustees, herein referred to as the Board. The handbook is official Board policy, and as such, EA reserves the right to amend, alter, or delete portions of the handbook throughout the course of the school year as the Board and Administration deem necessary and proper without prior notice.

EA is governed by an elected Board of Trustees, whose major roles are developing policies and procedures, determining funding sources for the total school program, and hiring the school's chief administrator (Head of School). The Administration of EA is delegated by the Board to the Head of School who supervises the overall operation of EA.

Students enrolled in EA are required to abide by these policies and procedures established by the Board and the School. This applies to all school sponsored activities including, but not limited to, the following:

- Regular school activities
- Transportation for school sponsored activities
- Athletic functions
- Club or organizational events
- School sponsored social events
- School groups representing the school
- Vehicles driven and/or parked on school property

EA students attending events at other private and public schools are expected to abide by EA policies and procedures. In addition, students are expected to maintain a good reputation in the community. Off campus behavior that negatively reflects on Edgewood Academy, and/or is either disruptive to the school's educational process or a safety risk to students/faculty, as determined by the school's Administration, is subject to disciplinary actions up to and including expulsions.

Mission Statement

Edgewood Academy provides students with a comprehensive college preparatory education in a safe and supportive environment, preparing students for a future of lifelong learning and productive citizenship.

Vision

Edgewood Academy will be regarded as the school of choice in the River Region, continuing a tradition of educating successful students for over 50 years.

Strategic Plan Goals

- Increase student enrollment
- Strengthen financial condition
- Develop and implement marketing plan
- Improve curriculum/academic offerings
- Strengthen/develop staff
- Expand/upgrade facilities

Beliefs

- Edgewood is a safe and physically comfortable environment for students that promotes student learning.
- Continuous improvement is necessary in order to prepare students to become lifelong learners.
- Each student is a valued individual.
- Student self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

Religious Affiliation

Edgewood Academy affirms the values and beliefs of the Christian faith and allows for the public practice and display of all Christian denominations. However, EA is not affiliated with any particular denomination.

General Information

- **Admissions**

  - *Nondiscrimination Policy*

    Edgewood Academy, Inc., admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in Administration of its educational policies, admissions policies, and athletic and other school administered programs.

  - *Admission Process*

    The on-line admission process consists of the following ($25 application fee):
    - Application for admission
    - Administration interview
    - Official transcript
    - Latest report card
    - Birth certificate and immunization form when necessary
    - Review of disciplinary file

- Review by education committee
- Admittance or rejection notification
- Signed enrollment contract and payment of initial fees

As an independent school, EA reserves the right to deny admission to any student. Also, EA reserves the right to ask any student to leave at any time for any reason when the Administration and Board believe it is in the best interest of EA. This also includes the right not to allow students to return for the next school year.

- *Fees and Registration Costs*

An entrance test for admissions is required for each student. A non-refundable yearly registration fee per family must be paid before the applicant can be placed on the class rolls at EA. These and other fees are described in detail in the annual enrollment contract.

- *Parents Enrollment Agreement (Contract)*

EA relies on tuition and fee payments to operate. Therefore, it is imperative that all accounts remain current. Terms of the enrollment contract and payment options are available in the business office. In addition to the enrollment contract, parents are responsible for paying the cost of any damage or loss of school property by their child or children. Exceptions to the payment policy require Board of Trustee approval, and the Board has the authority to accept or reject any payment plan. Tuition will be managed through FACTS Tuition Management.

- *Delinquent Accounts*

Edgewood Academy's primary source of income is tuition and fees. Tuition and fees must be paid on time per the enrollment contract so that monthly financial obligations of the school can be met. For this reason, we have established the following procedures for dealing with past due accounts:

1. On the day the account is 45 days late, Edgewood may, at its own discretion, remove the named student(s) from its enrollment, and prohibit their further attendance in any classes and school activities.
2. On the day the account is 45 days late, Edgewood also reserves the right to withhold issuance of student's report cards, transcripts, and records.
3. Seniors with a past due account will not be allowed to participate in the graduation ceremony until the account is paid in full. All documents to include transcripts and diplomas will be withheld until an account is current.
4. All accounts must be paid in full by May 15th or the student or students will not be eligible to re-enroll for the next school year.

- *Returned Check Policy*

  A returned check fee, set by the Board of Trustees, with the maximum amount allowable by law, will be charged on any checks that are returned to Edgewood Academy for insufficient funds. No more than two (2) returned checks will be accepted per school year. After two (2) returned checks have been received, all payments to Edgewood Academy will be on a money order, cashier's check, or cash basis only. This policy includes payments for lunch, spirit packs, merchandise purchased from the school store or the Booster Club, and payments of tuition and fees.

- **Attendance**

Regular school attendance is a requirement of the State of Alabama. The compulsory school attendance law of the State of Alabama, Section 16-28-12, Code of Alabama 1975, provides that "every child between the ages of seven and seventeen years shall be required to attend a public school, private school, church school or be instructed by a competent tutor for the entire length of the school year." School Administrators are required under this law to enforce the compulsory school attendance laws. Violation of the compulsory school attendance law could result in the child being considered truant, parents fined, and driver's license suspended. Students not in attendance for a least half the school day will be considered absent for the entire day.

- **Absences**

Absences are either excused or unexcused. In accordance with state law, a parent/guardian must explain in writing the cause of every absence of students under his/her control. Every student, upon returning to school after an absence, must bring the written excuse signed by parent/guardian to the school office. The written excuse should be provided on the day the student returns to school. Failure to provide a written excuse within two days of the student's return will be considered an unexcused absence.

- *Parent Request Day*

  The Administration may approve absences for family reasons with prior written request. Twenty-four-hour advance approval is required. No more than three parent request days are allowed for the school year. In the event of excessive absences, parent request days may be denied. Parent request days will not be allowed during nine weeks test, mid-term exams and final exams. Also, they are not allowed on High school, Middle school or Elementary Honors Day. Any absence during these days must be accompanied by a doctor's note or it will be deemed unexcused.

  Note: Students involved in school related activities approved by the Administration are counted as attending. To participate in extra-curricular activities after school, students must have been in attendance at least four (4) full periods that day, unless excused by the Administration.

- *Unexcused Absences*

  Absences where a note has not been provided within two (2) days of the absence. Suspensions are unexcused absences.

- *Loss of Credit for Excessive Absences*

  - K-5: More than ten (10) unexcused absences in a year may result in retention, regardless of numerical grades. This process may be initiated by the classroom teacher, and must be approved by Administration. It may be appealed to the Board.
  - 6-12: Attendance in 6-12 is taken in individual courses. More than five (5) unexcused absences in a semester may result in loss of credit, regardless of the numerical grade. This process may be initiated by the course teacher, and must be approved by Administration. It may be appealed to the Board.

- **Make-up Work**

Students absent for any excused reason shall be allowed to make up missed work at a time agreeable to the teacher. Obtaining make up work is the sole responsibility of the student in grades 6-12. In grades K-5, the parent or guardian is responsible for arranging necessary make up work. For example, if a student is out three (3) days, he/she has three (3) days to make up work. When a student is out one (1) day, which may be a test day, the student will be required to take the test upon the day he/she returns to school. School activities sometime require students to leave school prior to normal dismissal times. It is the responsibility of the student to arrange with teachers to make up any missed work. Students are expected to make up work missed within the time limits set by the teacher. Students who are quarantined, but not ill, are expected to keep on track with schoolwork via Google Classroom and Zoom to the degree possible.

Students absent for unexcused reasons will not be allowed to make up work or tests missed. Teachers shall not assign automatic zeros for an unexcused absence. Zeros shall be assigned only when students missed graded activities taken by other students while the student was absent.

- **Tardiness/Check-In Procedures**

A school tardy is when a student arrives at school after the official time set for the beginning of the school day. Excessive tardiness will result in disciplinary action as defined under the Code of Conduct. Excessive tardies are more than five (5) each quarter.

The check-in procedure for school tardiness is as follows:

- All non-driving students must be accompanied by parent/guardian to the main office to receive a pass to class.
- Student drivers must come to the office to receive a pass to class.

Tardiness is either excused or unexcused as defined under excused/unexcused absences policy. A class tardy is when a student arrives to a class after the time set for the class to begin or after the tardy bell. Class tardiness will result in disciplinary action defined under the Code of Conduct. Excessive tardiness is more than five (5) per quarter. All Pre-K through 5th grade morning tardies will check in through the Main Office prior to 8:00 a.m.

- **Check-Out Procedures**

Students are encouraged to remain in school the entire school day. If a student needs to check out during the school day, the following procedure should be followed:

- If a student knows they will be checking1out during the day, the student must bring a note to the office before school starts signed by a parent/guardian stating:
  - Student name
  - Time of check-out
  - A phone number for parents where they may be reached for verification
  - The specific reason for checking out
- The student will be given a check-out note to provide to the teacher when it is time for the student to leave the classroom. The note should be signed by the first period teacher and by the teachers of the classes the student is going to miss.
- Check-out note should be returned to the office where non-driving students will wait until someone picks them up. Driving students will be allowed to check themselves out with parental permission.
- If a student returns to school after checking-out, the check-in procedures will be followed.
- When a student becomes ill during school hours and needs to check-out, the student should come to the office and follow steps 2 and 3 above.
- Students checking-out for a doctor or dental appointments should bring a physician's statement upon returning to school or check-outs will not be excused.

Check-outs are either excused or unexcused as defined under excused/unexcused Absence Policy.

- **Tardy and Unexcused Check-out Policy**

- The only excused tardies will be with a doctor's note. Check-outs to go buy lunch, pick up items left at home, etc. are unexcused. Excessive check-outs will require a doctor's note as well.
- After the third (3rd) tardy/unexcused check-out in a particular class, students will be called into the office. Parents will also be notified.

- When the student has their fourth (4th) unexcused tardy/unexcused check-out to a particular class, they will not be allowed to enter the class until the bell rings for dismissal of that class. They will remain in the office until then. This will avoid continual classroom disruption with tardy students. At the fourth (4th) tardy/unexcused check-out, students will serve one day of In-School Suspension.
- At the fifth (5th) tardy/unexcused check-out, students will serve two (2) days of In-School Suspension.
- At the sixth (6th) tardy/unexcused check-out, students will serve three (3) days of In-School Suspension.
- Greater than six (6) tardy/unexcused check-out may lead to one (1) day of Saturday work detail from 7:00 a.m. – 10:00 a.m. at a cost of $100. The money collected will be paid to the faculty member who supervises.
- Tardy and check-out tallies will start over at the beginning of each semester.

- **Dress Code**

It is the belief of the Board and the school that proper dress and grooming are an indication of respect for one's self, as well as respect for others. All students are expected to be neat, clean, and appropriately dressed at all times. Students dress will be in good taste and will not be extreme, indecent, dirty, or unsafe. Any dress or garment that tends to distract, disturb, is noticeably unusual, strange or interferes with the educational process is not allowed. Any student deemed by the Administration to be inappropriately dressed may be sent home. Any absence that results from correction of dress will be considered unexcused. Repeated violations could result in further action under the Code of Conduct.

Specific dress code requirements include, but are not limited to, the following:

- Shoes are to be worn at all times.
- Pajama pants/sleepwear are not allowed.
- Halter tops, tank tops, spaghetti straps, strapless tops, crop tops, racer back, shirts with inappropriate language or slogans, and see through fabric are not allowed.
- Sleeveless shirts for girls should extend from base of neck to the top of the arms.
- Sleeveless shirts for boys are not allowed.
- The lower edge/legs of shorts, skirts, and dresses should be no more than five (5) inches from the ground with the student on their knees.
- Midriffs and cleavage are not to show.
- Braless attire for girls is not allowed.
- Undergarments (except T-shirts) shall not be visible at any time.
- All shorts, pants, slacks, etc., shall be worn at waist level. No sagging.
- Visible body piercing, visible tattoos, body art, and unnatural hair color are not acceptable.
- All tattoos and brands are to be covered at school and at school functions.
- Piercings are only permissible to females and in ears only.
- No article of clothing with holes where skin is exposed is allowed.
- Hair shall be well groomed and neatly styled. Boy's hair shall not extend below the top of the shirt collar or extend past the eyebrows.
- Boys are expected to be clean shaven, having no beards or mustaches.

- No alcoholic beverage, illegal drugs or tobacco advertisement; obscene, suggestive, or inappropriate language on clothing or accessories allowed.
- No hats, caps, bandanas, sunglasses or headgear may be worn in the school building or school gymnasium during the school day.
- Athletic shorts, wind pants, sweatpants, etc., are NOT allowed in grades 6-12. The administration of Edgewood Academy will define what athletic shorts are.
- Any other fashion statement that the administration deems unacceptable.
- Leggings can be worn with the top over that reaches to less than five (5) inches above the knees.

- **Student Code of Conduct**

In order for EA to fulfill its commitment to provide the best possible educational opportunities and experiences, the Administration and faculty and staff have the responsibility and authority to correct student's inappropriate behavior. EA's Code of Conduct is designed to achieve appropriate behavior while teaching character and self-discipline.

EA must establish and maintain an atmosphere that is conducive to learning. This atmosphere is developed by each student' s willingness to assume responsibility for his or her own actions.
EA students are expected to exemplify good conduct at all times. This not only applies during the school day, but at any school-sponsored activity either at school or away.

Students are expected to be courteous and obedient, and to show proper respect to each member of faculty and staff at all times.

Students shall change classes in an orderly and quiet manner for the safety and wellbeing of all students. Students should walk on the right side of the hall.

Students must maintain an acceptable level of noise in the hallways, classrooms, and cafeteria.

School restrooms are maintained for the health and convenience of all students. Students are expected to conduct themselves in an orderly fashion and help maintain clean restrooms.

It is the responsibility of students, faculty and staff to help keep the school buildings and campus clean.
The school telephone is for official business and emergency use only. Students will be allowed to use the phone in case of sickness.

All students are to conduct themselves in a proper manner at all assemblies, athletic contests, and other school events on and off campus.

Students and parents are reminded that inappropriate behavior, actions or language at any athletic event could result in EA being fined and placed on probation by the AISA. If the offense is severe enough, EA could be prohibited from participating in athletics.

No student activity will be conducted anywhere on school property at any time without supervision by a sponsor or approved adult personnel.

Knives, razor blades, dangerous weapons, fireworks, stink bombs, and pornography are not permitted on the school campus at any time. Violators are subject to suspension and/or expulsion.

Possession, use, distribution, or sale of alcohol, illegal drugs, prescription drugs, and over the counter drugs are not allowed. Violators will be suspended and/or expelled. Sale of controlled substances on school grounds will result in immediate expulsion. If prescription drugs are needed for an illness or injury, they are to be kept in the school office with the doctor's prescription and dosage attached. The prescription must be in the student's name, not the parent's name.

All medications (prescription or over the counter) must be brought to the school by parent or guardian. The student medication information form must be filled out prior to dispensing medicine, and must be on file in the school office. School personnel will not administer the medication without proper signature. The proper medication forms may be picked up at the school. If you have any questions, please contact the school.

Students in hallways during the school day while classes are in session must have a hall pass from their teacher.

Students should enter and leave buildings in an orderly manner.

Cell phones and any other cellular devices are allowed in grades 6-12. Cell phones and other electronic devices including, but not limited to, glasses and watches are not to be used or visibly present during school hours. Any cell phone/cellular device on campus is subject to be searched by the Administration as deemed necessary. Students may not record, photograph, or post recordings/photographs of staff or students without their consent. Cell phone miscues is a class II offense.

Students shall not damage or destroy school equipment and/or property. Parents will be held financially responsible for damage or destruction of school equipment and/or property.

Students are expected to be mannerly and respectful of others in the lunchroom by:

- Remaining seated until dismissed.
- Keeping voices at normal to low levels.
- Not leaving the lunchroom with food or drink.
- Putting trash in proper containers.
- Not throwing objects or food.
- Leaving the table and surrounding area clean and orderly.

Open containers are not allowed except at break and lunch. Food is not allowed in any classroom. Energy drinks are not allowed during the school day.

Elementary restrooms are off limits to grades 6-12 at all times.

Student harassment of any type will not be tolerated, including verbal, physical or sexual. This also includes harassment through electronic social media. Violators are subject to suspension and/or expulsion.

Bullying and/or cyber bullying will not be tolerated.

- No student shall engage in, nor should any be subjected to bullying, harassment, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct and applicable law, subject to the investigating school administrator's authority and decision.
- "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function. Bullying can manifest in various ways, including, but not limited to cyber bullying or electronic bullying which occurs through technology such as cell phones and computers; bullying resulting in damage to relationships, social connections, and peer connections; bullying resulting in damage to a victims property; and/or bullying through written, electronic, verbal, or physical actions. A single act of cyber bullying or electronic bullying (i.e. posting about a student a single time) maybe considered a repeated act of bullying when the single act is viewed multiple times by multiple parties. The behavior is perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the one of the categories of personal characteristics contained in the policy. A student may be considered a potential victim of bullying if multiple students target the student through a series of continuous discrete, coordinated acts. Students can be victims of bullying, bullies, or bully/victims (i.e. a youth who perpetrates bullying and is a target of bullying). To constitute bullying, a pattern of behavior may do any of the following:
    - Place a student in reasonable fear of harm to his/her person or damage to his or her property;
    - Have the effect of causing severe emotional harm and/or distress to a student;
    - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
    - Have the effect of substantially disrupting or interfering with the orderly operation of the school whether the conduct occurs on or off school property, online, or electronically;
    - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function;

    - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault or assault.
- "Violence" means the unjustified inflection of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following person characteristics of the student:
    - Race
    - Sex
    - Religion
    - National origin
    - Disability
    - Physical appearance/characteristics
- All school staff have responsibility to report bullying or suspected bullying to the Head of School or an appropriate school leader.
- Upon receipt of the complaint, the Head of School or Head of School designee will undertake a reasonable investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence, taking into account the circumstances of the complaint as well as speaking to witnesses believed to have relevant information about the complaint or who are otherwise to be involved in the incident. The Head of School or Head of School designee will determine whether a preliminary safety plan may need to be in place for the alleged victim of bullying and/or alleged aggressor. If the investigation establishes a code of conduct violation, appropriate disciplinary sanctions may be imposed on the offending student (s). Disciplinary sanctions for the offending student may include restorative practices focusing on repairing harm and fostering empathy. Other measures that are reasonably calculated to prevent a recurrence of the violation(s), including but

not limiting to safety measures and support for the target student(s), may also be imposed by the Head of School.

- The Head of School or Head of School designee will promptly inform parents of the student(s) accused of bullying and parents of the student(s) targeted by bullying. Within twenty-four (24) hours of the commencement of an investigation into alleged bullying and will receive notice when the investigation has concluded, subject to privacy and confidential considerations. Any additional information communicated to the parents will be personalized depending on the outcome of the investigation.
- Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief by the policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions.
- This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence, or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence, or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence, or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence, or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

- Bullying is defined as unwelcome verbal, written or physical conduct directed at a student by another student which has the effect of:
    - Physically, emotionally and mentally harming a student;
    - Severe emotional harm and/or distress to a student;
    - Damaging, extorting, or taking a student's personal property;
    - Placing a student in reasonable fear of physical, emotional, or mental harm;
    - Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

- Cyber bullying includes, but is not limited to the following misuses of technology; harassing, teasing, intimidating, threatening or terrorizing another student, faculty, or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, text messages, instant messages, digital pictures or images, or website postings (including blogs) which has the effect of:
    - Physically, emotionally, or mentally harming a student, or faculty or staff member;

- Placing a student or faculty or staff member in reasonable fear of physical, emotional, or mental harm;
- Placing a student or faculty or staff member in reasonable fear of damage to or loss of personal property;
- Creating an intimidation or hostile environment that substantially interferes with a student's educational opportunities.

Note: The term “bullying” or “cyber bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. All students are encouraged to report bullying or cyber bullying complaints to any faculty or staff member. Students may report suspected bullying anonymously; however, anonymous reports may limit the School’s ability to fully investigate, respond to, or take disciplinary actions based on the information provided.

All forms of bullying and cyber bullying are strictly prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline as outlined in the Student Code of Conduct.

Harassing text messages are considered a form of cyber bullying and will be handled according to the cyber bullying policy.

“Sexting” or “Sex Texting” is the act of sending and/or receiving explicit photos or messages of yourself or others via electronic means. Sexting is not only a violation of school policy, but “it is a crime”. State of Alabama Section 13A-12-192, Code of Alabama 1975, makes it a crime to possess and intend to disseminate sexually explicit visual depictions of a person 17 years of age or younger.

Under these statutes, any student who sends or receives nude or sexually explicit photos of a person under the age of 17 can be arrested and prosecuted. Also, an individual convicted under one of the above statutes can be required to register as a convicted sex offender.

Preventative measures will be reviewed through annual training for staff and students on bullying, bullying prevention, peer relationships, students who are most at risk for bullying, suicide, and identification, reporting, and response procedures. In developing its bullying and harassment prevention practices, the school may consider additional preventative and response measures as appropriate based on students’ needs and available resources.

Below are resources that are available to parents and students in need of support services:

- Crisis Text Line (text CONNECT to 741741)
- Suicide and Crisis Lifeline (call or text 988)
- STOMP Out Bullying Help Chat Line (http://www.stompoutbullying.org/helpchat)

Service dogs are allowed (per governing regulations). Pets and other animals are not allowed at school functions, or athletic events on or off campus.

The library is a classroom where students are to abide by the librarian's rules including conforming to the school computer use rules.

Field trips are part of the school day, and all school rules apply. Students not participating in field trips will be asked by teachers to do special assignments about the trip. Students not going on a field trip must take a parent request day or remain at school.

Only students who are licensed to drive a motor vehicle are permitted to drive on campus. Vehicles must be parked in the designated areas. Students shall park vehicles as they arrive on campus and immediately leave the parking area. Vehicles are off limits during the school day. Students are not to ride in back of a truck on campus. All vehicles shall remain in the designated area until school is dismissed. All vehicles must be driven in a safe manner and at their lowest speed. Violators are subject to disciplinary measures including having driving privileges revoked on school property. Athletes whose sport is in season may move their vehicles to the proper venue after 6th period. Vehicles are subject to searches at any time.

- **Threat Assessment**

A threat is defined as an expression or verbal communication – behaviorally, visually, in writing, electronically, or through other means – expressed directly or indirectly by someone known or unknown to the target-student, staff member, and/or Edgewood Academy. Threats that can potentially lead to a dangerous or violent situation will be investigated. The *Alabama Behavioral Threat Assessment Flow Chart and Assessment Tool* will be used to be proactive and provide evidence-based approach for identifying individuals who may pose a threat and for providing interventions before a violent incident occurs.

- **Cheating Policy**

Cheating is the unauthorized giving or receiving of information as specified by the teacher (this includes plagiarism). If a student is determined to be cheating (that warrants suspension) the following consequences may be enforced:

  - **First Offense:**
    - Zero for that activity
    - Parents notified
    - Exemption privileges revoked in all classes
    - Ineligible to join any Honor Societies for the current year
    - Automatic one (1) day of out of school suspension. Applies only to quizzes, tests, major assignments, and exams.

  - **Subsequent Offenses:**

- Suspension days will correlate with number of offenses. Students may be expelled for excessive cheating offenses.

Any National Honor Society, Spanish National Honor Society, or Beta Club student determined to be cheating will be immediately removed from the Society for the remainder of that school year.

All students are to exhibit academic integrity by doing their own work. Cheating, plagiarism, and forgery of school documents will not be tolerated. Violations may result in suspension.

- **Code of Conduct: Violations and Sanctions**

Each classroom teacher will deal with general classroom disruption by taking disciplinary action within the classroom, including making a call to the parent/guardian. Individual teachers are to have written classroom disciplinary policies including consequences. Only when action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the Administration. A copy of teacher disciplinary policies should be given to each student.

Violations of the code of conduct are grouped into three classes:

Class I – Minor
Class II – Intermediate
Class III – Major

Each classification, if followed by a disciplinary action, is to be administered by the Administration. Before determining the classification of a violation, the Administration will hear the student's explanation and consult further with witnesses if necessary. The disciplinary action taken will be determined by whether the student is an elementary or secondary student, the number of times he/she has committed violations, and the severity of the violation.

- *Class I – Minor Offenses*
  - Excessive distraction of other students
  - Chewing gum
  - Excessive tardiness
  - Non-conformity to dress code
  - Public display of affection
  - Food or drink in unauthorized areas
  - Open containers in unauthorized areas
  - Unauthorized use of school or personal property
  - Minor disruption at any school-sponsored event
  - Failure to keep locker clean and free from food and trash
  - Placing items on top of lockers
  - Continued refusal to complete class assignments

- Failure to come to class prepared
- Failure to return any document that requires signature in the time specified
- Littering on school property
- Any other violation that the Administration may deem reasonable to fall within this category

- ***<u>Class I Minor offenses will result in the following sanctions:</u>***

  - <u>Elementary Students:</u>
    - **First violation** – Student conference and parental contact when warranted
    - **Second violation** – Parental contact and/or disciplinary action
    - **Subsequent violation** – Disciplinary action such as probation, detention, assignment relative to violation, loss of field trip privileges, loss of break privileges, work detail, etc.
    - Any other punishment or action that the administration deems appropriate will be enforced.

  - <u>Secondary Students:</u>
    - **First violation** – Student conference and parent contact when warranted
    - **Second and subsequent violation** – Disciplinary action such as probation, detention, and special assignment related to violation, work detail, and/or loss of break privileges.
    - Any other punishment or action that the administration deems appropriate will be enforced.

- <u>*Class II Intermediate Offenses*</u>
  - Receipt of three (3) minor offense referrals within a consecutive nine-week period
  - Defiance of school employee's authority
  - Possession and/or use of tobacco products, vaping pipes and any other electronic smoking paraphernalia
  - Vandalism
  - Stealing, larceny, petty theft of less than $100
  - Gambling activities involving money and valuables less than $100
  - Possession of or the selling of stolen property with the knowledge it is stolen
  - Forgery of any type to include parent signature
  - Disrespectful words, actions or attitude toward a school employee
  - Use of profane or obscene language or gestures
  - Possession of pornographic/suggestive material
  - Threats and/or extortion
  - Harassment of students and employees
  - Falsifying or changing any school document
  - Cheating – See Cheating Policy
  - Plagiarism

- Fighting
- Inappropriate touching of another student
- Violation of internet and computer rules
- Activation of electronic devices, including cell phones during class time (including detention)
- Bullying/Cyber Bullying
- Sexting or sex texting
- Any other violation which the Administration may deem reasonable to fall within this category

- ***Class II Intermediate offenses will result in the following sanctions***

  - Elementary Students:
    - **First Violation** – Parental contact and disciplinary action such as detention, loss of break privileges, in school suspension and/or Saturday school.
    - **Subsequent Violation** – Parental contact and suspension for one (1) to five (5) days.
    - Any other punishment or action that the administration deems appropriate will be enforced.

  - Secondary Students:
    - **First Violation** – Parental contact and detention, work assignments, in school suspension, and/or Saturday school, suspension for up to five (5) days.
    - **Subsequent Violation** – Parental contact and suspension for three (3) to five (5) days. Special circumstances or repeat offenses may warrant a suspension of up to ten (10) days or a recommendation for expulsion.
    - Any other punishment or action that the administration deems appropriate will be enforced.

- *Class III Major Offenses*
  - Receipt of two (2) intermediate offenses within any consecutive 18-week period after the first issuance
  - Drugs – the unauthorized use, possession, sale, misuse/abuse or being under the influence of drugs, illegal – prescription – over the counter. The Code of Alabama 16-1-2-4.1 (a) (b) (c) (d) and Legislative Act 94-783 states, "A person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both."
  - Possession and/or use of alcoholic beverages (see Drug/Alcohol Testing Policy)
  - Violation of Drug/Alcohol Policy
  - Battery upon any person including employees
  - Robbery – taking of money or other personal property by force or threats.

- Stealing – Larceny – Grand Theft: the intentional taking and/or carrying away of property valued at more than $100
- Gambling – intentional, unlawful participation in gambling activities including more than $100
- Burglary of school property
- Possession of dangerous weapons or devices which include, but are not limited to firearms, knives, mace, chains, and/or artificial play weapons. Possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- Possession of and/or discharging firearms or fireworks
- False reporting of bomb threats or other catastrophes
- Any sexual acts or written and/or verbal proposition to engage in sexual acts
- Unjustified activation of fire alarm
- Computer hacking or misuse of computers
- Inciting or participation in disorderly activities that disrupt the educational process
- Criminal mischief – willful and malicious injury or damages in excess of $100 to property of school or another person
- Any other violation which the Administration may deem reasonable to fall within this category

- ***Class III Major offenses will result in the following sanctions:***

  - **First Offense** – Parental contact and up to ten (10) days out of school suspension, law enforcement personnel will be contacted when warranted and charges filed. Possible expulsion. Sale of controlled substances on school grounds will result in immediate expulsion.
  - **Second and Subsequent Offenses** – Expulsion from EA and contact of law enforcement personnel when warranted and charges filed.
  - Any other punishment or action that the administration deems appropriate will be enforced.

Any violations of drug and alcohol policies will result in loss of privileges to participate in extracurricular activities for 60 days or until graduation, whichever occurs first.

Formal Disciplinary Actions (Sanctions)

Detention – May occur before or after school. Before school detention will begin at 7:00 a.m. on designated days. After school detention will begin at 3:15 p.m. on designated days. Student will report to the designated faculty/staff member. This may include work detail.

Saturday School – Saturday school will be from 8:00 a.m. to 11:30 a.m. on designated Saturdays. Students assigned Saturday school will be assessed a $10.00 fee to pay the detention monitor. This may include work detail.

Conduct Probation – This is a period of time specified by the Administration during which a student must correct his/her behavior while abiding by all rules and regulations.

In School Suspension – Temporary removal of a student from all classes for a specified period of time.

Out of School Suspension – Temporary removal of a student from school for a specified period of time. Suspensions are unexcused absences. Students suspended from school will be required to take all exams.

Expulsion – Permanent removal of a student from EA by the Board, at the recommendation of the Administration.

Physical Restraint – School personnel have the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself or herself, other students, faculty, staff, parents, etc.

Note: Suspended students may not participate or attend any school functions while on suspension. Expelled students may not attend any school functions.

- **Transgender**

  A student participates as the gender identified on the certified birth certificate.

- **Marriage/Pregnancy**

  EA does not allow the enrollment of married students, or students with children. Students that become pregnant or cause impregnation will be required to withdraw from school as soon as the condition is known.

- **Sexual Harassment**

  Sexual harassment perpetrated against students or by students is prohibited. It shall be a violation of this policy for any student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature.

  Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature against a student or by students.

- **Drug/Alcohol Testing**

  Edgewood Academy requires that all students and employees (herein referred to as individual) report to school, extracurricular activities, and competitive events without any alcohol, or illegal or mind-altering substances in their system.

Students and employees at Edgewood Academy are subject to random testing for alcohol and drugs. Testing will be done using the hair follicle test, and/or urinalysis test for drugs. Alcohol testing will be done with an alcohol breath test. The school has the right to require testing of specific individuals when the Administration has undisputed evidence and/or reasonable suspicion to believe the individual has violated the drug/alcohol policy. Failure of a student or employee to submit to testing will be considered a positive test result leading to disciplinary action, as outlined in the student and faculty handbook. Testing will be done by an independent company.

- Drug/Alcohol Policy Discipline Procedures
  The first time a student or employee (herein referred to as individual) tests positive (violation of drug/alcohol policy), the individual will be required to undergo school approved documented counseling at the individual's expense and subject to the following disciplinary actions:
  - In order for the individual to be returned to good standing, the student or employee must re-take the test, at his/her expense, and test negative on the test within 30 days of a school determined date. In addition, students will be suspended for ten (10) days, and not be allowed to participate in extracurricular activities for 60 days. Employees will be suspended for ten (10) days without pay. If there is no re-test conducted within 30 days, the individual will be subject to additional disciplinary action up to and including expulsion/termination. The re-test must be conducted through the school's drug testing provider. Suspension will begin the day after the individual is notified of the positive result.

A subsequent positive test result by the student while attending Edgewood Academy, and the employee while employed at Edgewood Academy, will result in the student being expelled and the employee terminated.

- **Student Searches**

All students are subject to search while on campus or at school sponsored events, including the search of vehicles, lockers, book bags, and cell phones. Canine searches by law enforcement personnel may be conducted when deemed appropriate by the Administration.

- **Social Media**

Edgewood may enforce disciplinary actions upon any student that posts negativity about Edgewood Academy.

- **Chromebook Policies for Grades 7-12**

  - Chromebooks must be purchased by the parents. Edgewood will NOT be purchasing Chromebooks for students. It is a Bring Your Own Device (BYOD) policy.

- Chromebooks must be enrolled in EA's G Suite Domain ($25). This will require factory-resetting existing Chromebooks.
- ALL students in grades f7-12 must bring their Chromebook to school every day.
- Edgewood will provide a Chromebook for any student who has a damaged Chromebook free of charge for ten (10) days. After the 10th day, the student will be charged a rental fee per day. All Edgewood owned devices must be turned in at the end of each school day.
- Each student will abide by the acceptable use of technology policy as referenced in the student handbook.

- **Acceptable Use of Technology — Grades 7-12**

  - *General Statement of Policy and Educational Purpose*

    Technology offers a multitude of global opportunities, and one objective of Edgewood Academy is to encourage and facilitate appropriate student access to those opportunities. Our goal in this is to enhance the educational development of our students. EA provides the privilege of access to its computer network, technology tools and the Internet for educational purposes only. This access will be available to students as long as they use it in a responsible, efficient, courteous and legal manner. Misuse of this privilege may lead to discipline of the offender.

    All school Internet use is filtered and monitored at all times.

    The guidelines stated in this policy apply to any and all student use of electronic devices on the EA campus or for EA assigned work, regardless of ownership of the device.

  - *Terms of Use*

    Students will adhere to these guidelines each time a device is used on the EA campus or for EA assigned work.

    Students will:
    - Make sure student-owned devices are fully charged and ready to use for an entire school day. Students must not assume that they will be able to use a charger at school.
    - Assume responsibility for keeping student-owned devices safe and secure at all times. Notify Administration immediately if a device is lost, stolen or damaged.
    - Ensure that device-location services are enabled on all student-owned devices for the Chromebook, should it become lost.
    - Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Students will never use any form of electronic communication to harass, frighten or bully anyone. Speech that is not appropriate for class is not appropriate in technology-

enabled communication. Any misbehavior is to be reported to Administration immediately.

- Protect their own and others' private information. Students will not share last names, user names, passwords, home addresses, telephone numbers, or other identifying information in online public forums. Students will not share their user names and passwords with anyone. Teachers may have access to student login information for assistance purposes only.
- Use all technology equipment carefully and not damage, change or tamper with the hardware, settings or the network.
- Memory space is limited (regardless of the model of Chromebook owned). Your use of your Chromebook presumes that you understand that academic content takes precedence over personal files and apps, and personal files and apps must be removed if space limitations require it for completion of academic projects.
- Obey copyright laws. Students will always give credit for using someone else's words, images or ideas. Not giving credit for using work found online is a form of plagiarism and will be treated in the same manner as other incidents of plagiarism. When possible, students will obtain permission before using someone else's work. Students will not install, save, or transmit illegal copies of programs or files. This is commonly known as "pirating" and is strictly prohibited.
- Print only when and where the teacher tells them.
- Independently back up data and other important files regularly. Lost or damaged data is not the responsibility of EA.
- Make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on devices or networks that are school-owned are not private.
- Understand that their school-issued Google Apps accounts are school-owned and therefore, subject to periodic and arbitrary monitoring by EA Administration. This includes, but is not limited to, the following apps within the Google Suite that may be associated with an edgewoodacademy.org address: Gmail, Google Drive, Google Sites, Blogger, YouTube, Calendar, and Groups.
- Use protective covers or cases while operating any student-owned device on campus.
- Set passcodes on their devices to prevent others from misusing them. If requested, students must provide their passcodes to EA Administration to allow access to verify compliance with the EA Acceptable Use Policy.
- Turn off cellular data access on student-owned devices while on campus, if applicable. Student-owned Chromebooks must be connected to the EA network while on campus. Using any student-owned device as a wireless hotspot is strictly prohibited.

Students will not:

- Subvert or circumvent the EA network rules, proxies or filters.

- Download and/or install any programs, files or games onto any school-owned devices unless permission is granted by a teacher or administrator.
- Change the device name or otherwise modify the EA profile.
- Engage in gaming activities during instructional times.
- Create, view, send or display inappropriate pictures, videos, text or websites. Any misbehavior is to be reported to school personnel immediately.
- Use the camera, video camera, or microphone to take or share pictures, recordings, or videos of people or events without permission from the specific individual or responsible party.
- Post videos, pictures, or recordings of EA students, activities, and events on the internet in a public forum without the express permission of the teacher and/or Administration.
- Use the camera and microphone on EA property unless permission is granted by a teacher or administrator.
- Use technology devices to cheat on schoolwork.
- Change, delete, or move anyone's work besides their own.
- Use any electronic device at school or any e-mail account other than their EA-issued account without expressed teacher permission.

- **Profiles and Filtering**

  EA's website filtering program limits on-campus student access to content available through an Internet browser. When connected to EA's Wi-Fi network, student devices will be protected by a filter so that content from internet browsers will only include educationally appropriate materials.

- **Monitoring**

  Edgewood Academy reserves the right to inspect any device in use by a student on the EA campus, without prior notification. If a student is found to be in violation of any of the guidelines expressed here, EA further reserves the right to enforce appropriate consequences. Such consequences can include, but are not limited to, losing the privilege of using an EA device or student-owned device on campus.

  Students are to report any known violations of this Acceptable Use Policy to appropriate EA teachers or administrators.

  EA takes no responsibility for unauthorized student activities that take place while not on campus, nor does EA take responsibility for unauthorized materials students store on the devices, the EA network, or within an EA-issued account.

- **Compliance**

  EA encourages use of its technology resources to further sound educational aims and expand the options of students to facilitate the pursuit of knowledge.

If misused, Edgewood Academy reserves the right to confiscate and search any Chromebook to ensure compliance with this Acceptable Use Policy. Violations of any of the provisions of this Acceptable Use Policy may result in a loss of access as well as other disciplinary or legal action as determined by the honor code, EA Administration or legal authorities.

- **Parent Responsibility**

  Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are responsible for monitoring their students' use of technology, including student access of EA resources from home or a remote location.

  EA recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources. It is further recommended that parents purchase an extended warranty for their student's device that covers loss or damage.

- **Student Messages/Gifts**

  Classes will not be interrupted to deliver student messages unless it is an emergency. If flowers or gifts are brought to school for students, they must be left in the school office until the end of the day.

- **Non-School Fundraising**

  Students are not allowed to sell items at school for non-school sponsored activities.

- **Daily Schedule**

  The school office will be open from 7:00 a.m. until 3:00 p.m. daily during the days school IS in session. The school phone number is 334-567-5102.

  Classes begin each day at 7:30 a.m. Pre-K dismisses at 2:10 p.m. Grades K-5 dismiss at 2:20 p.m. Grades 6-12 dismiss at 2:45 p.m.

  The school buildings open at 7:15 a.m. each morning. Before school care is available for grades K-5 at 7:00 a.m. each day in the cafeteria. Preschool building opens at 7:15 a.m.

- **Student Drop-Off and Pick-Up**

  K5-12th grade students arriving before 7:15 a.m. should be dropped off at the cafeteria where they will be supervised until 7:15 a.m. Preschool-5th grade students arriving after 7:15 a.m. may be dropped off at the designated areas. Due to limited parking, it is required

that students be dropped off instead of being walked in by parents. All elementary students remaining after 2:40 p.m. will be sent to after school care at the drop-in rate.

Students in grades 6-12 will be dropped off behind the main building.
High school students who pick up elementary students in the afternoon shall walk or drive to the elementary building to pick up students immediately after school.

High School students who drive are to immediately leave the parking area after parking and enter the building. No loitering in the parking area.

- **After School Care (ASC)**

ASC will be provided for Edgewood students in PreK-8 grades only who cannot be picked up by 2:50 p.m. to ensure student safety and supervision.

All K-12th grade students will report to the cafeteria. After 2:40 p.m., parents must come to the cafeteria and sign-out the student. Fees can be found in the EA office and/or on the EA website.

ASC students can be released from ASC to attend on-site EA events five (5) minutes prior to the start of the event. In order to attend, students must present a signed note from their parent authorizing release to the ASC director. Students that are released to an event will remain at the event and will not be authorized on the grounds (except at event) or in the school hallways. Parents are completely responsible for students once they are released from ASC for a school event.

Cancellations and/or changes must be submitted IN WRITING TO THE OFFICE at least one (1) week in advance of the following month. If advance notice is not given you will be charged for that month. After School Care is not provided for Pre-School.

- **Visitors and Lunch**

Parents/guardians are welcome to visit the school at any time. When visiting the school, you are asked to check in through the main office to receive a visitor's pass. Parents and grandparents are only allowed to eat lunch with a student once a week. Students are only allowed to have lunch brought to them from off campus once a week. Unauthorized visitors are not allowed.

- **Change of Schedule**

Necessary changes in a students' schedule must be approved by parents, Administration, teachers, and counselor. Students may request a schedule change only during the first week of each semester. All changes must ensure that students' studies remain on track so graduation requirements are met. The Director of Secondary Education will handle all schedule changes.

- **Types of Diplomas**

  Edgewood offers two types of diplomas. They are as follows:

  - Standard diploma – 24 credit hours are required. This includes:
    - 4 units of English
    - 4 units of social studies
    - 4 units of science – must include a physical science and biology
    - 4 units of math – must include algebra Il and geometry
    - 1 unit of physical education
    - ½ unit of health
    - ½ unit of fine arts
    - 1 unit of foreign language
    - 4½ units of electives (includes Work Leave)
    - ½ unit of computer applications
    - Volunteer Service 50 hours (20 hours must be served on school grounds)

  - Advanced diploma – 25 credit hours required. This includes:
    - At least 8 total semesters of Dual Enrollment courses
    - 4 units of English
    - 4 units of social studies
    - 4 units of science – must include a physical science, biology, physics, and one additional life or physical science unit
    - 4 units of math – must include all advanced math offered
    - 1 unit of physical education
    - ½ unit of health
    - ½ unit of computer applications
    - 2 units of the same foreign language
    - ½ unit of fine arts
    - 4 h units of elective courses (includes Work Leave)
    - Volunteer Service of 100 hours (40 hours must be served on school grounds)

- **Dual Enrollment:**

  Edgewood partners with Troy University for online dual enrollment program. Upon passing the class, students will receive credit on their Edgewood transcript as well as a college transcript.

- **Grading Scale**

  A. 90-100
  B. 80-89

C. 70-79
D. 60-69
F. Below 60

- Quarter Grades:
  - Tests/Major Grades: 40 – 60%
  - Labs/Quizzes/Minor Grades: 20 – 40%
  - Homework/Coursework: 20 – 40%

- Term Grades:
  - 37.5% 1st quarter
  - 37.5% 2nd quarter
  - 25% Semester exam (Comprehensive)

- **Progress Reports/Report Cards**

Grades 1-12 are available at any time on EA web access. A hard copy progress report is available at parent request.

Report cards are electronically sent home after every nine weeks. A three-week and six-week progress report will also be sent electronically.

- **Exam Exemptions**

Students in grades 6-12 may be exempted from term exams on a class-by-class basis.

All students in grades 6-12 must take fall semester exams. In the spring, students with an A average are exempt from spring semester exams.

Students that are exempt have the option to take term exams. If students opt to take the exams, the exam will be counted only if the exam improves the student's term average. Absences due to school-related functions approved by the Administration do not count against exemptions. Students who have been suspended from school must take all exams.

- **Promotions and Graduation**

- Grades K-8
  A student who fails two subjects for the year will be retained. A student who fails may be promoted if:

  1. They attend and pass a certified summer school approved by the Administration.
  2. Take and pass a distance learning class approved by the Administration.

*Any student that has been recommended for retention must show significant progress the following year within the first nine weeks or will be placed back in their former grade.

- Grades 9-12
  Credits for graduation are earned in grades 9-12. Required credits for promotion are:
  - From 9th to 10th – 6 credits
  - From 10th to 11th – 12 credits
  - From 11th to 12th – 18 credits

  Any student who makes a failing grade for a semester may be required to make up the credit. This must be approved by the Administration. Students failing a subject for the semester will be placed on academic probation. If a student fails both semesters, he/she may be dismissed from EA, required to repeat that subject, or attend summer school.

- Early Graduation
  Early graduation may be granted with all required credits completed via dual-enrollment, regular classes taken via Edgewood Academy and/or transfer of transcript credits and at the discretion of the Head of School. The only Senior activities Early Graduation students can participate in are Baccalaureate and Graduation.

- **Work Leave**

  Students in grades 11-12 may opt to take Work Leave for one (1) or two (2) periods a day (each period requires a minimum of five (5) hours/week of employment). If a student signs up he or she must hold a job within five (5) days of the first day of the semester. A maximum of two (2) elective credits may be earned with Work Leave throughout the entire high school career. If a student receives these two (2) credits during their junior year, they will not be allowed to take Work Leave as a senior. A weekly time sheet signed by the supervisor will be required for this pass/fail course.

- **Academic Warning and Probation**

  Academic Warning status occurs when a student's GPA and grades indicate that a student is heading toward Academic Probation. Academic Warning status is issued at the end of each reporting period for which the student's cumulative GPA is below 2.0 and/or the student fails any course.

  Academic Probation is a severe warning that occurs when a student's GPA and grades are dangerously low, and immediate action is required for a student to earn his/her way back

to "good standing". Academic Probation is issued at the end of each semester for which a student's cumulative GPA is below 2.0 and/or the student fails any course.

- Actions
  - Any new student admitted to EA with a GPA of 2.4 or lower will be placed on Admission Probation. The student will have one semester to maintain his GPA of 2.0 or higher and pass all courses. Failure to do so could lead to dismissal. New students are allowed to participate in extracurricular activities while on Admission Probation.
  - Academic Warning period lasts until requirements are met, or the student is placed on Academic Probation.
  - Academic Probation occurs in the following grade reporting period, i.e., 3rd quarter.
  - Students on Academic Probation will not be allowed to participate in extracurricular activities including athletics.
  - If a student on Academic Probation fails to meet requirements the following reporting period, the student is subject to dismissal.

- Administrative Procedures
  - Students/parents will be notified in writing by the Head of School when a student is placed on Academic Warning or Academic Probation.
  - Coaches/sponsors will be notified when a student is placed on Academic Warning and Academic Probation.
  - Electives are considered when computing the GPA.
  - Final decisions concerning Academic Warning and Academic Probation will be made by the Head of School.

- **Valedictorian/Salutatorian Selection**

The following eligibility requirements must be met to be considered for Valedictorian and Salutatorian:

1. Only students pursuing the Advanced Diploma will be eligible.
2. Student must have been enrolled at EA at the beginning of 9th grade and remain a student in consecutive years at EA until graduation.
3. The student with the highest cumulative numerical average will be the Valedictorian. The student with the second highest will be the Salutatorian.
4. If a tie occurs, the student with the highest ACT score will be the Valedictorian.

- **Athletic Participation – See Athletic Handbook**

Alabama Sports Official Bill

Alabama has severe punishment for angry sports fans that attack game officials, coaches and administrators. The crimes of harassing, menacing, and assaulting sports officials,

coaches, and administrators are harsher than normal convictions for harassment, menacing, and assault. This law applies to all levels of athletics.

- **Extra-Curricular Activities**

The following extracurricular activities are available at EA for grades 6-12.

- Art Club – This club allows for the enrichment of various art activities.

- Drama Club – This club teaches acting skills needed in presenting dramas, comedies, and musicals.

- First Priority – This club organizes activities for the school and community that reflect a strong Christian influence.
- Student Government Association (SGA)/Youth in Government – This organization prepares students for leadership roles. It also prepares students for Youth Legislation activities associated with state government.

- Athletics – Sport activities such as baseball, basketball, cheerleading, football, softball, track, and volleyball are provided to teach students teamwork and sportsmanship while promoting discipline.

- Beta Club – Students are recognized and inducted into the Beta Club for their high academic achievement and leadership. A GPA of 3.0, with two consecutive semester averages with grades not lower than B' s are required.

- Spanish Honor Society – For students taking Spanish and maintaining three consecutive semesters of an "A" average.

- National Honor Society – For Juniors and Seniors maintaining a GPA of 3.5 or higher and an evaluation by teachers of leadership skills, character, and service. A member of the National Honor Society found guilty of cheating will be removed from the organization.

- Boys and Girls State – Available for Juniors with an opportunity to participate in State Government Activities.

- Yearbook – Those students prepare the school annual called the Lynx.

  - **Mr. and Miss Edgewood Guidelines**

    Candidates for Mr. and Miss Edgewood should meet the following requirements:
    - Enrolled at Edgewood since the beginning of ninth grade in consecutive, non-repeating years.
    - Be in good standing with the student code of conduct.
    - Must be a senior.

- **Homecoming Queen and Homecoming Court Guidelines**

  Candidates for Senior High Homecoming Queen should meet the following requirements:
  - cannot be Miss Edgewood;
  - enrolled at Edgewood in consecutive, non-repeating years beginning of tenth grade;
  - be in good standing with the student code of conduct;
  - and must be a female senior.

  Candidates for Homecoming Court:
  - must have attended Edgewood Academy the entire preceding academic year:
  - and be a female in good standing with the student code of conduct.

- **Prom Queen/King Guidelines**

  Candidates for Prom Queen/King:
  - cannot be Mr. or Miss Edgewood or Homecoming Queen;
  - enrolled at Edgewood in consecutive non-repeating years since tenth grade;
  - must be a senior;
  - and be in good standing with the student code of conduct.

- **Parent Teacher Student Organization/PTSO**

  EA relies on the PTSO to assist in raising funds to enhance the educational environment. All parents and teachers are encouraged to get involved with the PTSO.

- **Student/Parent Grievance Procedure**

  The primary purpose of this procedure is to provide prompt resolution to a perceived or real wrong, which is the cause for complaint. A student, parent/guardian, or employee who has a grievance and wishes to be heard shall follow the following established procedure:

  - Step I – If a complaint includes a teacher, coach or other staff member, the complaint shall first be taken to the person it involves for possible resolution. A conference may be needed after school hours. The complaint/grievance must be filed within five days of the occurrence.

  - Step II – If there is not a resolution in Step I, and both parties have been informed of further resolution steps, the aggrieved person may consult with the School Administration within two days of occurrences for resolution.

  - Step III – If the aggrieved party is still not satisfied with the disposition of the grievance in Step II, the aggrieved may make a request in writing to appeal the

resolution to the Board Chairman within fifteen (15) days of the occurrence. The Board Chairman shall schedule a conference with the aggrieved within seven (7) days, or render a written decision.

- Step IV – In the event the aggrieved remains unsatisfied after Step III, the aggrieved may request in writing the matter be brought before the full Board of Trustees. The full Board shall meet within two (2) days after receiving the written request. The full Board decision shall be in writing to the aggrieved, and the decision of the full Board is final.

If the complaint is by a school employee against the Administration, follow Steps I, III, and IV.

- **Emergency School Closing**

In the event of school closing for any reason, EA will notify media and parents. Updates will be listed on the EA website and through SchoolCast. It is imperative that during times of emergency (inclement weather) the school phone lines remain open to communicate with the local EMA officials.

Please note: No one will be allowed to leave the school if the school is under a Tornado Warning as students are safer in the school than on the highway.

- **Asbestos Notice**

EA has been inspected by an EPA-approved asbestos inspector and maintains a management plan file in the school office as required under ADHERA regulations. The majority of our asbestos materials is non-friable and is in the form of floor tiles. Although EA has some friable suspect asbestos in our facilities, these materials are well maintained and are not accessible to the students.

This page requires a Parent/Guardian's signature and MUST be returned to the main office during the first week of school. It will be maintained on file for future reference if needed.

Handbook Policy

I have read and understand this handbook which outlines the expected behavior and the consequences that my child can expect if he/she does not meet those expectations. I understand and agree that this handbook is not a contract with EA, and that EA reserves the right to amend any provision herein with or without advance notice to me and with or without my consent.

Drug Testing and Search Policy

I have read and understand that EA utilizes searches conducted by the Head of School, the Counselor, those persons specifically designated by the Head of School, the local police force, and/or the police dog unit in conducting random searches of students and their possessions, including but not limited to automobiles, lockers, purses, gym bags, backpacks, and other similar items at school. The possessions may be searched without the presence of the student or parent/guardian. Students who do not submit to an ordered search are subject to dismissal from EA. I have read and understand the Alcohol and Drug Testing Policy specified herein.

The Use of Computers
The Internet and Electronic Mail

As a parent or guardian of a student at EA, I have read the information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the Head of School for clarification.)

Media Policy

I understand that EA maintains a school website, media and social media describing daily activities, sports, and other school functions. I understand that from time-to-time the school will publish examples of student projects, photographs of students, other work on the website, and in the local media.

Transportation Policy

I give Edgewood Academy permission to transport my child/children on any school related activity during the school year.

_____ _____

Parent/Guardian signature Date

My signature above indicates I understand and accept this handbook and will assist in making sure my (child/children) abide by the items in this handbook.

Student section:

As a student at Edgewood Academy, I agree to comply with the above stated rules which include use of the internet in a constructive and educational manner.

Student Name (Print)_____

Student Signature_____ Date_____