

# ***STUDENT HANDBOOK***

**2019 – 2020**



**Edge High School – Himmel Park  
Edge High School – Northwest**



***The Edge School, Inc.***

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## MISSION

Edge provides an alternative to traditional education, creating an inclusive school community, focused on student learning.

## VISION

**Success for every student, every day!**

## CORE PRINCIPLES

*Respect, Choice, Responsibility, Service, Joy, and High Expectations* are core principles of the culture of our school.

**Respect:** You should treat others the way you would like to be treated yourself. At Edge, everyone is treated with respect. Each of our schools is designed to be a safe place where students can come to learn and grow in an environment that promotes dignity and kindness. The Edge staff is committed to this attitude, and we expect our students to treat the staff, fellow students, and anyone who passes through our doors with respect.

**Choice:** You must choose to participate in the Edge educational program. It is not your parents/guardians, or friends, or probation officer's choice. You commit to this choice when you sign the Learning Contract as part of the registration packet. This contract outlines the services that we will provide and the responsibilities and conditions that you must follow in exchange for those services.

**Responsibility:** An equally important principle upon which the school has been founded is personal responsibility. You are responsible for your own learning. No one else can learn for you. Edge gives you the responsibility to make other important decisions for yourself. You, along with your instructor, select the kinds of materials and learning tools (on-line curriculum or text book based curriculum, workbooks, videos, etc.) you want to use to help you learn.

**Service:** This handbook is designed to help you achieve and enjoy a quality education by explaining our services to you and your parents, and to clearly present the policies and procedures for student behavior. The policies and procedures are intended to help create a positive and safe learning environment. You and your parents are encouraged to read the entire handbook and keep it as a reference. Edge is here to provide you with the services you need in order to be successful in accomplishing your goals. In turn, we offer our students a chance to participate in service learning, providing a way in which they can each give back to the community.

**Joy:** Merriam Webster defined joy as: "The emotion of great happiness caused by something good or satisfying." At Edge, you will be provided opportunities to stretch your mind, engage in new experiences, and find your voice. Know that everything you do here at Edge is working towards building your skills and confidence to be successful, while at Edge and after leaving Edge. Give joy a chance!

**High Expectations:** Success is accomplished when we each maintain a high level of expectation. We expect each enrolled student to perform to the best of his/her ability, to display appropriate behavior at all times, and to strive for high educational goals by having 100% attendance. Expect the best from yourself and others will, too. Best wishes from all of us at Edge High School for a successful school year!

## HISTORICAL PERSPECTIVE

The Edge Program began as a special, grant-funded project of Pima County Adult Education (PCAE) in 1985 to serve youth ages 14-21 who had dropped out of school or were at risk of doing so. Because of the Edge Program's tremendous success, the U.S. Department of Education gave PCAE a grant for the 1990-91 fiscal year to replicate the Edge Program with its basic skills curriculum in a local school district and in the local community college. The Edge Program was also replicated in the Dysart School District outside of Phoenix, Arizona, in 1988, and in the Florence School District, Florence, Arizona, 1990. In 1992, Edge continued to expand and was established on the Pascua Yaqui Reservation with two special grants from the Arizona Department of Education and the Governor's Office. With a grant from the Arizona Department of Education/Job Training Partnership Act in 1992-93, the Edge Program established a site at Pima Community College in partnership with Tucson Unified School District and the College. This school targeted students who had dropped out and wanted to return to high school and/or continue with their education on the college level.

In the spring of 1995, the Edge Program applied for and received Charter School status as described by Arizona Revised Statute 15-181. In doing so, it took on a new name, PCAE-Edge Charter School, and became one of the first charter schools in Arizona. Approximately two years later, on July 1, 1997, Edge separated from its parent agency, PCAE. It maintained its status as a charter school and became an independent, non-profit corporation, The Edge School, Inc. In June 2006, Edge's Board of Directors approved the name Edge High School.

Currently, Edge has two campuses. The main campus is at 2555 East First Street, Tucson, AZ. Edge also operates a campus located on the northwest side of Tucson near Oracle and Ina, at 231 W. Giaconda Way, Suite 113, Tucson, AZ. Edge is a school for youth who are ready to take charge of their own learning. Edge helps students to accomplish their goals by providing an individualized, self-paced learning program in a safe environment. The Edge School, Inc. does not discriminate based on race, color, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability.

## STUDENT ELIGIBILITY

Students are eligible to attend Edge High School if they meet the following criteria:

- Are at least 16 years old (or are at least 14 years old and have graduated from the 8th grade)
- Are under 22 years old
- provide the following documentation:
- Transcript(s) from any other high school(s) attended (transcript information shall only be used to determine an appropriate program for Student and shall not be used as a basis to refuse enrollment)
- Copy of birth certificate or other reliable proof of Student's identity and age (such as a baptismal certificate, application for a social security number, original school registration records) and an affidavit explaining the inability to provide a copy of the birth certificate
- Immunization records from birth (immunizations must be up to date)
- Completed registration packet forms with proof of Arizona residency attached (see form in packet)
- Most recent State Assessment scores
- Copies of **any** discipline records indicating Student has been expelled by any other school or education institutions or is in the process of being expelled (Student admission is conditional upon review of discipline records related to expulsion. If receipt of those records is delayed, Edge reserves the right to reconsider the enrollment status of the student should such records reveal a student has been or is in the process of being expelled).

## WAITING LIST

Edge may have a waiting list for each session/site. Students are placed on the waiting list on a first-registered, first-served basis and depending on course availability. It is important to complete the registration process to secure a spot on the waiting list(s). For details on registration, see the registration packet. Students will be contacted as space becomes available.

## ACADEMIC ASSESSMENT

Every new student is asked to take a placement test in reading and in math after enrolling. The tests are used for diagnostic purposes to detect areas of skill deficiency as it relates to mastery of standards. These scores are used by teachers to prescribe skills remediation if necessary. In addition, all students are asked to take End Of Course Assessments as they complete English and Math courses. Both the placement tests and the End Of Course Assessments are taken on-line in Galileo.

## ORIENTATION

For all new and returning students, the first three consecutive days of attendance are considered Orientation. During this time period, the student must be in attendance, on time, and on task each day. If the student is absent, tardy, or leaves early, is disruptive, does not complete what the teacher feels is an adequate amount of work, or does not comply with other Edge policies such as dress code, cell phone policy, etc., the student has *not* successfully completed Orientation and will *not* be enrolled in Edge High School. Students who do not successfully complete Orientation may re-apply as directed by Administration. All returning students must also complete Orientation. Students may attempt to complete orientation no more than 3 times during a school year but may be put on a waiting list depending on space availability. Students returning from suspension of any length or an absence of a week or more for any reason will begin Orientation again.

## ACADEMIC PROGRAM

Using the results of the placement test as well as considering any credits earned previously, Administration develops a Student Educational Plan (SEP). The SEP outlines the student's goals and program objectives. The student is placed in an appropriate, individualized academic program.

## EDUCATIONAL COMPONENT

Edge offers a high school diploma through individual units of high school courses. Edge also offers basic courses to students who need to bring their skills to a high school level. Because Edge is **AdvanceEd accredited**, credits earned at Edge are transferable to other high schools according to their individual policies. The Edge curriculum uses computer-assisted instruction along with other teaching tools and materials (textbooks, workbooks, skill sheets, one-on-one tutoring and/or small group discussions). Course work may include videos rated PG or PG-13. Each course has been developed using Objective Sheets that guide the student through a particular curriculum. Each student works independently and in a curriculum specifically prescribed for him/her. The student's progress and achievements are checked and recorded by the teacher on his/her Objective Sheet. Each participant is tracked on an individual basis and data is recorded in his/her student file.

## STUDENT SERVICES

Edge High School provides student services for its students, along with courses available on Life Skills and Employability Skills. Administrators are available to evaluate transcripts, provide Orientation information, place students in academic programs, facilitate goal setting, and help students with problems or minor issues. Referrals to community resources for individual, group, and family counseling, mediation, and crisis intervention services are also available to Edge students upon request or as needed. The student service component will provide a transition for students who are bound for vocational, post-secondary academic schooling, or the military, as well as give direction to those who are seeking employment. Edge staff offers follow-up student services for up to one year after the student has completed the program.

## COURSE OFFERINGS AND REQUIREMENTS FOR GRADUATION

COURSE CATALOG: A list of courses and course descriptions is available in the Edge Course Catalog.

<b>GRADUATION REQUIREMENTS</b>	
<b>Subject</b>	<b>Number of credits needed for graduation</b>
<b>2013 Cohort and After</b>	
English	4
Math	4
Science	3
World History	1
US/AZ Government	.5
US History	1
Economics	0.5
Health	.25
Physical Education	1
Art/Vocational	1
Student Service Learning	.25
Electives	5.5
<b>Total Graduation Credits</b>	<b>22</b>

**GRADUATION/COMPETENCY TEST:** In order to receive a high school diploma from Edge High School, students must earn all 22 credits as required above, with a 70% or better as a final grade.

The Arizona Department of Education has mandated that “starting with the class of 2017, all students must pass a Civics test based on the 100 questions from Naturalization Study Guide. Students can take the test anytime, as many times as they need, as long as they pass by graduation. There is no parent opt out. It is not a State Assessment but a Graduation Requirement.”

### Equation for College Credit Translation

<u>College Credits</u>	<u>Edge Credits</u>
1	.25
2	.25
3	.50
4	.75
8	1.50
12	2.25
16	2.50

## **POLICIES AND PROCEDURES EDGE HIGH SCHOOL**

For parents, legal guardians, students, and prospective students:

Carefully review the Edge policies and procedures. The policies may be different from those found in a traditional high schools. **Note:** Individual Edge campuses may adjust curriculum and policies as applicable to each campus.

The Edge High School is built upon the principles of respect and personal responsibility. Students must be able to exhibit both to be successful here. Parental involvement is encouraged and appreciated, but it is essential that students understand that they are also responsible for their own decisions and actions regarding school. Before you may enroll, you must read and sign the Learning Contract statement agreeing to abide by the Edge High School Policies and Procedures.

### **When are the Policies and Procedures in effect?**

The Policies and Procedures are in effect and discipline may be imposed as a result of conduct that occurs:

- During regular school hours, including before and after each session
- During school-sponsored events
- During field trips
- At times and places where school staff has jurisdiction over students
- When students are on school property – which includes immediate perimeter of the building, sidewalks and parking lot
- Immediately before or after school sessions or when a student is travelling to or from school
- Away from school when such conduct has a detrimental effect on other students or on the orderly education process, is directly related to prior violations at school, threatens to produce further violations at school, or otherwise has a nexus to school

### **What rights do Edge students have?**

An Edge student has the right to:

- Be treated with respect by school staff and other students, and the right to let Edge staff know about persons who show disrespect
- An education without undue interruption, disruption, or fear
- A quality education
- Clear guidelines concerning rights
- Clear guidelines regarding the student's responsibility to know the consequences for misconduct
- Privacy and safeguards of confidentiality dealing with student records
- Freedom of speech and symbolic expression, within the guidelines and policies of the school (this does not include inflammatory, disruptive, lewd, or abusive dress, speech, behavior, or publication)
- Appeal a disciplinary action that results in suspension or expulsion following successful completion of the orientation
- Full access of opportunities within the educational environment without discrimination based on gender, sexual orientation, religious beliefs, ethnic background, nationality or disability

**ACADEMIC PROBATION:** Students may be placed on probation for poor performance in the areas of academics, attendance, or behavior.

Students who continuously struggle to meet their academic progress goals despite multiple interventions may be placed on academic probation. A student on academic probation will be closely monitored on a two-week goal setting plan in each core subject area. During academic probation interventions including extended learning time, after school tutoring, and mandatory homework may be utilized to support the student in meeting their goals. Progress towards the two-week plan will be reviewed at the conclusion of the two-week period by Administration. Students who do not keep pace with the plan may result in a recommendation of another school or expulsion.

Other types of probation:

#### ATTENDANCE PROBATION

Students who have excessive absences may be placed on attendance probation. Students placed on attendance probation will be expected to have perfect attendance and no *tardies* for the two week probationary period. Violation of this expectation may result in an in-school suspension, a recommendation of another school, or expulsion.

#### BEHAVIORAL PROBATION

Students with frequent or excessive behavior write ups from teachers may be placed on behavioral probation. A student on probation will be expected to be a productive citizen of the school and to not accumulate behavioral notes from any staff member for a period of two weeks. Failure to comply with school rules during behavioral probation may result in an in-school suspension, a recommendation of another school, or expulsion.

Parents of students will be notified when their student is placed on probation. Violation of a probation will result in a parent/legal guardian meeting, to discuss the student's status at the school.

**ANIMALS:** Animals, other than service animals, are not allowed on campus.

**APPOINTMENTS:** Students must provide advanced notice of any appointments that will result in time out of class. Parental permission is required for any minor student who wants to leave school early, or miss time from class. Every effort should be made to schedule appointments outside of regular school attendance hours. If a student must miss school, he/she is expected to schedule time with Administration to come in before or after their school day session to work on school work they missed. Students and parents/legal guardians are asked to ***submit a written document for class time missed due to doctor or other appointments.***

**ATTENDANCE:** (Please see pages 20-21 for the Attendance Policy.)

**AUDIO MATERIALS:** The use of MP3 players and other audio devices is up to the discretion of the individual teacher. Audio systems in vehicles around the school must be maintained at low levels. This is in accordance with city code and is an example of good citizenship.

**CELL PHONES AND OTHER ELECTRONIC DEVICES:** Students are not allowed to use cell phones and other electronic devices in Edge school buildings during school sessions or during school sponsored activities. Cell phones and other prohibited electronic devices may be used *outside* of the school building or in the lobby **before** or **after** the student's school session. During a student's school session, the cell phone and other prohibited electronic devices (PED's) should not be seen at all, (**neither in classrooms or hallways**) unless a staff person expressly gives the student permission to take the phone/device out in order to turn it off. If a staff member sees or hears a cell phone or other PED during school hours, the staff member will confiscate the phone/device and give it to Administration. An Administrator will contact the student's parent/legal guardian and the parent may come in and pick up the phone/device before the end of the following school day (by 4:00 p.m.). Confiscated cell phones will be locked in the principal's office overnight. Please note that even if the cell phone or device being used by one student actually belongs to another student, it will still be confiscated.

Repeated violations of the above rules concerning cell phones and PED's will result in discipline being imposed against the offending student. Consequences of repeated cell phone violations will include requiring the student to turn in their phone to the front office at the start of each school day.

**CHEATING/PLAGIARISM/FORGERY:** Edge does not tolerate cheating, plagiarism, or forgery. If a student is suspected of or caught doing any of these, he/she may be suspended or expelled. Any student assisting in any of the above will also be subject to discipline. Students must turn in any tests and answer sheets by the end of class. If a student fails to turn in a test or answer sheet, the test will be considered invalid.

### **PLAGIARISM POLICY**

In high school and beyond, students will be writing about and using ideas from a variety of authors. In these writings, students will want to use quotations, data, and ideas from different resources. To use this information without acknowledging that it is someone else's work is known as plagiarism.

Giving credit where it is due is essential. Plagiarism is considered cheating. Falsely claiming the work of others as one's own is a serious offense. If a student purposely, or even accidentally, fails to properly document sources, he/she may be suspended or even permanently expelled for plagiarizing another person's work.

### **HOW TO AVOID PLAGIARISM**

- A student should not copy another person's words or ideas from any book, the Internet, or any reference material unless you acknowledge the source.
- A student should not copy another student's work.
- A student should not lend his/her work to another student.
- A student should not copy any written work unless the student acknowledges the source.
- Edge High School uses the APA Handbook as its reference guide. Students should refer to this resource regarding how to document sources.
- A student should see his/her teacher if the student has any questions about how to document sources or how to avoid plagiarism.

**CLASSROOM RULES:** Rules for classroom behavior are developed by each classroom teacher to maintain an orderly, comfortable learning environment and may vary among sites. Please ask your classroom teacher(s) or Administration to further explain the policies for the following items or issues:

- Eating/Drinking in class
- Classroom expectations
- Daily goal setting
- No use of music is permitted in the classroom, except for students with a documented accommodation.

### **COLLEGE BRIDGE PROGRAM (see also Gifted Program/College Bridge Program)**

Edge's College Bridge program allows eligible students to take courses at Pima College or take CLEP tests at the University of Arizona **as available funding permits**. In approved situations, Edge pays the tuition and necessary textbook costs but not the cost of other course equipment or materials. Pima courses and CLEP tests must provide students with credits they need to graduate from high school. After the student, Administration, and teacher have identified a suitable course or test, the request is sent to the Principal for review. Upon approval, the Administrator will arrange to meet with the student to complete the necessary paperwork. Students must remain enrolled at Edge during the period of time the course/CLEP is being taken. Students who do not successfully complete the course or test are no longer eligible for the College Bridge Program.

An Edge student must meet the following criteria to be eligible for the College Bridge Program:

- Have attended Edge for at least one semester

- Have never had a serious violation of school policy
- Show evidence of having good study habits
- Be recommended for the program by an Edge teacher and an Administrator

**COMPUTERS/INTERNET USE:** Access to the Internet will enable you to explore thousands of libraries, databases, museums, and other repositories of information. The Internet is a collection of many interconnected computer networks that make it possible to access and exchange a wide variety of information quickly and easily.

However, there are some risks associated with the use of computer technology. You need to be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, obscene, or offensive. The Internet is an unregulated medium and there is no editorial control over information, images, and commentary. Remember, anyone can post anything; always question the accuracy, authority, or timeliness of the content. Edge aims to protect students from potential risks through filtering mechanisms on our computers and through the vigilance of our staff. We believe the benefits you gain from access to the Internet in the form of information resources and opportunities for collaboration outweigh these risks.

Students are responsible for appropriate behavior on school computers just as they are in the classroom. The use of a school computer is a privilege, not a right, and may be revoked if abused. *Any student found to be in violation of Edge's Computer/Internet Use Policies shall be subject to disciplinary consequences, which may include loss of computer use privileges.*

- Students are prohibited from accessing or changing computer settings in any way
- Students who intentionally damage or physically abuse technology assets may be held liable for damages.
- Students may use the computers for school related work only
- Students will respect the privacy of others by not accessing private files
- Students may not use profane, obscene, lewd, defamatory, or abusive language
- Students may not send or display threatening, intimidating, hateful, lewd, or obscene messages or pictures
- Students may not modify or gain access to files, passwords, or data belonging to others
- Students may not post private or personal information about themselves or others
- Students may not take material created by others and present it as their own
- Students must respect and uphold copyright laws

Staff members may review network storage areas at any time. Staff members may review student files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students and families may be held liable for violations of the Internet use policy.

**DISRUPTIVE BEHAVIOR-DISRUPTIVE BEHAVIOR POLICY:** Edge High School provides a self-paced individualized instructional model. In order to allow all students to work to the best of their abilities, the school has created a DISRUPTIVE BEHAVIOR POLICY to which everyone must adhere. Examples of disruptive behavior which may lead to a disciplinary action are as follows:

1. A student is **talking excessively** when he/she is talking too much or too loudly after being asked to stop, or is interfering with the learning process of others.
2. A student is exhibiting **off task** behavior when he/she is doing something other than an approved academic activity (e.g., drawing, doodling, sleeping, text messaging, or any other cell phone use, etc.), or is doing nothing at all.
3. **Disruptive, disrespectful, defiant or uncooperative behavior** is an attitude, a remark, a gesture, or an action by a student that is negative or offensive toward any other person. If a student uses profane or obscene language and/or gestures towards another person while in school or at a school function, he/she will be sent home and will

not be allowed to return to class, until the parent/legal guardian and student meet with an administrator, and a decision concerning whether discipline should be imposed has been made.

4. A **wandering** student is a student who is out of his/her seat without staff permission and/or without an academic purpose, or one who repeatedly leaves the classroom.
5. **ALL public displays of affection** in the building, on campus, or at school functions are not allowed (e.g., hugging, kissing, etc.).

**DRESS CODE POLICY:** To protect the safety of students and the standards of the school, students attending Edge High School are expected to dress and groom appropriately for a school or work setting.

- **Footwear** must be **worn at all times**.
- Clothing should be clean and properly sized and pants should fit **at the waistline**. Pants/shorts **should not sag**.

Students are **NOT PERMITTED** to wear the following:

- Clothing that does not sufficiently cover the individual. (i.e. see-through fabrics, low cut tops or shirts, spaghetti straps, bare midriffs, halter tops or strapless, slits, muscle, or “basketball” shirts, undergarments, like boxer shorts or any clothing that allows undergarments to be visible)
- Hats, caps, hoods/hoodies, bandanas, gloves, or sunglasses in the school building or on school outings
- Hair-nets, hair stockings, bandanas, doo-rags, or flag.
- Any clothing, tattoos, or accessories (jewelry, backpacks, notebooks, etc.) that promote, depict or represent:
  - Drugs, alcohol, or tobacco products
  - Weapons, violence or profanity
  - Sexual content, racial/ethnic prejudice, gender or gender orientation prejudice
  - Anything which negatively targets or discriminates against another individual or group
- Initialized belt buckles, hanging belt ends or using shoelace belts
- Clothing of one type and/or color, if worn consistently and known to have gang affiliation
- Accessories that may be used as weapons
- Clothing that has been associated with affiliation in gang membership
- Anything hanging out of a pocket such as a chain, bandanas, lanyards, shoelaces, etc

Students in violation of the dress code will be asked by any Edge staff person to change and will be given the opportunity to change at school or will have the option to have someone from home deliver appropriate clothes in a timely fashion. They will be sent home if they do not comply. A second violation may result in a parent/legal guardian conference and discipline.

**DRUG/ALCOHOL POLICY:** If Edge staff has cause to believe that a student is under the influence of drugs or alcohol while at school or before or after class sessions, the student will not be permitted to attend class and faces suspension or expulsion. If the student is a minor (under 18 years old), a parent/legal guardian will be contacted. If a student is suspected of having anything to do with providing, dealing, purchasing, or using drugs at school or before or after class sessions, he/she will meet with an Administrator and a search may be made (see search procedure-page 16). A parent/legal guardian will be notified and the student will be sent home for the day. In addition, if a student is caught selling, buying, or providing drugs or illegal substances while at school or before or after class sessions, he/she faces expulsion, and the police will be notified.

Pursuant to the Safe and Drug Free Schools and Communities Act, Edge does not tolerate use or possession of drugs at school or during any school sponsored activity, even by students who are medicinal marijuana cardholders under state law.

**EARNING CREDIT:** Students earn credit, when they complete all the work on their course objective sheet, with at least a 70% or higher, on each assignment. Students do not earn credit simply because it is the end of a quarter or semester. Students at Edge focus on only three academic classes at a time, creating a focused academic study. Students are

expected to complete their three courses in 8-10 weeks in order to graduate in 4 years. Teachers will help students set deadlines for the course as a whole and for the individual chapters and units.

When students fail to complete courses in 8-10 weeks, or struggle to complete a unit by the deadline, students may be asked to sign a “Credit Recovery Contract,” which asks the students to select strategies for credit recovery. Such strategies may include, but are not limited to: mandatory homework, tutoring, extended school days, independent P.E., Vocational Experience, or community service.

## **EDUCATIONAL RIGHTS OF CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS**

### **Children and youth experiencing homelessness have the following rights:**

- Go to school, no matter where they live or how long they have lived there
- Continue in the school they last attended before becoming homeless or the school they last attended, if that is the parent’s or guardian’s choice and is feasible
- Receive transportation to the school they last attended before their family became homeless or the school they last attended, if a parent or legal guardian requests such transportation
- Attend school and participate in school programs with children who are not homeless
- Enroll in school without giving a permanent address
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment
- Receive the same special programs and services, if needed, as provided to all other children served in these programs
- Receive transportation to school and to school programs comparable to that provided to children who are not homeless

These rights are established under the McKinney-Vento Homeless Assistance Act. This act is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, part C, of the No Child Left Behind Act in January 2002. To qualify for these rights, children and youth must be considered homeless according to the McKinney-Vento definition of homelessness.

**ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA):** ESEA has been reauthorized several times, the most recent in December 2015 as **Every Student Succeeds Act (ESSA)** (it was formerly NCLB-No Child Left Behind). The purpose of ESEA is to provide assessments of student academic performance in the discrete skill areas of English, Language, and Math. The law requires all teachers to be highly qualified in instruction. Parents/Legal Guardians may review teachers’ resumés, certifications, and qualifications upon request. This information is available at the Himmel Park Edge location. Parents/Legal Guardians will be notified if a teacher is not considered highly qualified in a subject area. ESEA also requires, in certain circumstances, the provision of tutoring and transfer options for students attending under-performing schools. Each Edge site will have an ESEA Planning Committee composed of parents/legal guardians, teachers, and community members who will participate in ESEA planning and activities. Parents/Legal Guardians interested in participating are encouraged to contact the Principal.

**ENGLISH LANGUAGE LEARNERS (ELL):** Edge High School follows established procedures for English Language Learner programs. All classes are English Language Classrooms, with students’ programs of instruction based on standardized assessments, demonstration of skills, and other factors (such as special education needs). The Edge registration packet includes the Home Language Survey. Students whose answer to the question on the Home Language Survey is other than English will be assessed in accordance with state and federal law to determine need for ELL services.

**EXTENDED TIME:** Students with significant credit and/or skills deficiencies may be invited to voluntarily agree to a 6th hour of school to assist with building foundational skills and accelerate their credit recovery. Students may be assigned the 6th hour until they recover the necessary credit and/or have mastered grade level standards.

**FIELD TRIPS:** Unless previously arranged with school and parent/legal guardian, students attending field trips must abide by all Edge Policies and must depart from and return to Edge, using school-approved transportation (school bus or public transportation).

**GANG RELATED ACTIVITY/ILLEGAL ORGANIZATIONS/DISCRIMINATORY ACTIVITY:**

Edge High School has a zero tolerance policy towards gang related activity, discriminatory behavior, and/or involvement with illegal organizations. Violence, threats, intimidation, and disrespect will not be tolerated on or near the Edge campus. These activities will result in suspension or expulsion, and the police will be notified.

**GIFTED PROGRAM:**

**Definition of Gifted Child**

“Gifted child” means a child who is of lawful school age who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction or special ancillary services, or both, to achieve at levels commensurate with his intellect and ability. (A.R.S. 15-761.7)

**Criteria for Gifted Referral**

All Edge students are eligible to test for the gifted program unless parents have waived that option as part of the registration packet. Forms and letters will be available in English; translation services or translated print materials will be made available for parents or legal guardians whose primary language is other than English.

**Services mandated for Gifted Students by the State of Arizona**

*The governing board of each school district shall provide special education to Gifted pupils identified as provided in section 15-770. Special education for gifted pupils shall only include expanding academic course offerings and supplemental services as may be required to provide an educational program, which is commensurate with the academic abilities and potentials of the gifted pupil.*

**Services Available from Edge High School**

A copy of the Gifted Program *Scope and Sequence* will be available at each of Edge High School’s sites. On request, a duplicate of those pages related to program options and testing services will be supplied to parents/legal guardians. Available services include: Multi-age Classrooms, accelerated pacing, Independent Study, Mentoring, and Gifted Program/ College Bridge. In order to receive gifted services, students must show proof of giftedness on transcripts or official school documents, or have tested at the 97<sup>th</sup> percentile or better on one of the AZ State approved tests administered at Edge. Gifted testing is offered one time per semester.

**GRADE REPORTS/CREDIT:** Students must earn at least a “C” 70% or higher or “P” in any Edge course to receive Edge credit. Students enrolling at Edge, already caught up on credits, should earn 5.5 credits per year. Students who are behind in credits upon enrollment, will need to earn more than 5.5 credits per year to be able to graduate on time. At the end of each quarter of the school year or when a student leaves the program, a copy of the Report Card listing all subjects attempted and credits will be made available to the student’s parents/legal guardians. Call the registrar at 881-1389 to make arrangements to obtain a copy of the Report Card. In the absence of extenuating circumstances, any disputes regarding grade or credits must be made within two (2) weeks of the issuance of the report card.

**GRAFFITI/VANDALISM:** Students shall not deface books, course materials, walls, desks, bathrooms, or other property. Graffiti and defacing of property will be reported to the police. Students suspected of defacing school property will be asked to clean up the property. Students who deface books, teaching materials, and/or school property or resources will be expected to pay for damaged property and may face suspension or expulsion.

**GRIEVANCE PROCEDURE:** When a student or parent/legal guardian is not satisfied with the result of a discipline decision, he/she may make an appointment with the school Principal to review the case. The meeting will be scheduled as soon as possible, but no more than ten days after the request is made. If closure is not reached, a written request for a hearing may be submitted to both the District Principal and the Executive Director. A meeting with the District Principal and the Executive Director will be scheduled within ten days of the receipt of the written request. A final course of action, following all of the preceding steps, is to submit a written request for a hearing with the Board of Directors. The request will be honored at the next regularly scheduled Board meeting.

**HARASSMENT:** Edge has a zero tolerance policy toward any type of harassment, including sexual harassment, stalking, and hazing. Any incident of harassment will be grounds for suspension or expulsion, and the police will be contacted.

**HEARING AND VISION SCREENINGS:** Hearing and vision is important to your child's ability to learn and to make progress at school. Your child might have their hearing and vision screened for the following reasons:

- Student failed a previous hearing or vision screening,
- Student is new to Edge High School,
- Student receives special education services or
- A teacher refers a student for suspected hearing or vision problems.

If your child does fail the first screening, they will be re-screened. If the second screening is failed, you will be notified by a school representative.

**HOMELESS STUDENTS:** Homeless students are defined as follows: individuals who lack a fixed, regular, and adequate nighttime residence including students who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in hotels, motels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are abandoned in hospitals; are awaiting foster placement; students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for people; students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; migratory students who qualify as homeless because the children are living in the circumstances described above.

- Homeless children and youth (HCY) who register to enroll at Edge High School are enrolled immediately. Edge eliminates barriers to the enrollment and retention of HCY as outlined below.
- Edge assists HCY and their parents/guardians in securing records including immunizations records, birth certificates, school records, and other required documents.
- Edge provides public bus passes for HCY.
- Students identified as homeless have access to all of the programs and services provided to non-homeless students. Further, HCY are not segregated physically or academically from their non-homeless peers.

**HOMEWORK:** If students want to comply with credit requirements or move through their academic program more quickly, they are encouraged to take schoolwork home. This should be coordinated with the teacher. Students are not allowed to take any Edge resource materials out of the classroom without approval by the teacher. A refundable fee of \$20 (**cash or check**) is required in order to take home any texts; \$5 is required for photocopied packets. In addition, a number of texts are available on reserve at the Himmel Park Library. You may also check with Administration about being assigned an online course to work on at home.

**IMMUNIZATIONS:** Students may not enroll in Edge High School unless they have up-to-date shot records or documentation of exemption. **Immunization records must show every dose the student has had since birth.** The registrar will evaluate student immunization records and will notify students/ parent/legal guardians when updating is necessary.

**LEAVING CAMPUS/DITCHING:** All Edge schools are closed campuses. Students are not allowed to leave campus during their hours of attendance or when they are participating in extended time tutoring or interventions. Leaving class without permission will result in an unexcused absence (see Attendance Policy for an explanation of an unexcused absence which is a condition for suspension). Minor students must have permission from parent/legal guardian in order to leave campus early.

**LEAVING THE CLASSROOM:** Only one student at a time is allowed out of a classroom. All students must sign out on the roster before leaving the classroom and they are required to have a hall pass.

**PARENTS/LEGAL GUARDIANS:** *Parents/legal guardians are encouraged* to participate in the educational process. The school will attempt to contact parents/guardians whenever necessary, and parents/legal guardians of minor students may contact the school at any time to discuss their child’s status regarding credit, attendance, behavior, or other concerns. Parents or legal guardians of students over eighteen who live at home will continue to be contacted and receive student information in accordance with FERPA (Family Educational Rights and Privacy Act), unless the student requests in writing to remove individuals as contacts for release of information.

**PHONE CALLS:** Students may only use school phones with staff permission. *Parents/legal guardians wishing to contact their student should call the school.* Our office staff will make every effort to get the student to a phone as soon as possible.

**PHYSICAL EDUCATION:** Edge offers direct instruction general physical education courses during elective hour. These classes focus on physical fitness and expose students to a variety of team and individual sports. Edge offers yoga classes as an alternative physical education course. Students may earn physical education or elective credit by pursuing independent PE options outside of the school day through local gyms, classes, clubs, and recreation sports. Seniors pursuing independent physical education to satisfy graduation requirements must submit documentation and have their hours verified by the first Friday in May.

## **SCHOOL RECORDS/STUDENT DIRECTORY:**

### **Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Edge**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Edge** may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Edge to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone

listings – unless parents/legal guardians have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want Edge to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within 30 days of your child’s first day of attendance. Edge has designated the following information as directory information:

- |                          |   |
|--------------------------|---|
| -Student’s name          | -Participation in officially recognized activities and sports         |
| -Address                 | -Weight and height of members of athletic teams                       |
| -Telephone listing       | -Degrees, honors, and awards received                                 |
| -Electronic mail address | -The most recent educational agency or institution attended           |
| -Photograph              | -Student ID number, user ID, or other unique personal identifier      |
| -Date and place of birth | used to communicate in electronic systems that cannot be used to      |
| -Major field of study    | access education records without a PIN, password, etc. (A             |
| -Dates of attendance     | student’s SSN, in whole or in part, cannot be used for this purpose.) |

1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503 (c).

**SCHOOL SUPPLIES:** Students supply their own notebook, pens, pencils, and paper. Edge does not supply these materials. If this represents a hardship, please talk to Administration about supplies.

**SCHOOL WORK:** Completed schoolwork is not returned to students. The student will receive a copy of any research paper (upon request), and the school will keep the original. All other schoolwork will be maintained by the teacher for one semester after credit is issued on the Report Card.

**SEARCH:** Searches of a student’s belongings, including clothing, are permissible under federal law if school personnel have a reasonable suspicion that the student possesses an item that is prohibited by Edge policies or the possession of which is unlawful. This includes possession of an illegal or dangerous item or substance. Two staff members will be present during any student search, unless exigent circumstances exist. The student may be asked to empty and fully pull out pockets and remove shoes and socks, and otherwise cooperate with the search. Any backpack or handbag may be searched by emptying it in the student’s presence. If an item or substance that is illegal or dangerous is found, police will be called and the parent/legal guardian will be notified. A student may be suspended or expelled if the search results in the discovery of an item that is illegal, dangerous, or the possession of which is prohibited by school policy. In any event, whenever a search has been conducted, the student’s parent/legal guardian will be notified within a reasonable amount of time after the search.

**SENIOR MEETINGS:** Students intending to graduate are required to participate in a senior meeting with Administration. At the point at which a student has 16.5 credits, Administration will schedule a graduation conference to develop a graduation completion plan. Parents/Guardians of seniors are required to attend the meeting.

**SMOKING/TOBACCO USE:** No smoking, tobacco use, or possession of tobacco products are allowed on campus, or during any off-campus school activity. Edge also prohibits the use of electronic cigarettes. Campus includes the area immediately surrounding the building, including the sidewalks and parking lot. It is illegal for students under the age of eighteen to smoke or use tobacco products anywhere, including off campus.

**SPECIAL SERVICES:** Special services offered by Edge include annual hearing and vision screening; assessment and services required for students who are English language learners; individual education plans and special education programming for students eligible for services under IDEA (Individuals with Disability Education Act); and accommodation plans and services for students eligible under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Goals from previous IEP or Accommodation plans will be continued until Edge holds

annual meetings. Please contact the Special Needs Coordinator at 881-1389, for comprehensive information about any of these services.

**STUDENT COUNCIL:** Edge students who serve on the Student Council have an opportunity to play a leadership role in student activities, curriculum, providing input on policies and procedures, as well as organizing/implementing community service projects.

**STUDENT ID CARD:** After completion of orientation (see page 5), students will be issued a Student ID Card for the current school year. The processing cost of a duplicate ID is \$5.

**STUDENT SERVICE LEARNING:** Student Service Learning activities promote student volunteerism and civic responsibility by providing a variety of opportunities for students to experience the responsibility and rewards of helping other people in the community. Student Service Learning (SSL) is offered as an elective class or for core credit under the Art/Vocational category.

As a *graduation requirement*, students are required to complete a 15 hour community service project at a local non-profit agency of their choosing. Additionally, students are required to give an oral presentation on the experience to a group of their peers and staff. In addition, students may continue to pursue community service for up to two credits of electives. **The community service must be completed by the first Friday in May.**

**STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING:** Edge High School does not tolerate bullying in any form. Edge High School shall thoroughly investigate each complaint of bullying and will take appropriate, timely, and responsive action.

**Definition of Bullying:** Bullying may occur, inside *or* outside of school, when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

**Types of Bullying:** Bullying can occur in different forms and may include:

- Derogatory comments, name-calling, or rumor spreading, either directly through another person or group or through cyber-bullying,
- social exclusion or ostracism,
- pushing, shoving, hitting, kicking, spitting, and
- damage to or theft of personal property.

Bullying is prohibited on school grounds, on school property, at school-sponsored events and activities and through the use of electronic technology or electronic communication.

**Reporting Bullying:** Any student who is being or has been bullied and any student or parent who suspects a student is being or has been bullied should notify a staff member and file a report with the Principal or Administration. A student's or parent's report may be provided verbally or in writing. Forms are available at the Edge Administrative Offices or on the school website ([www.edgehighschool.org](http://www.edgehighschool.org)) for any student or parent who wants to submit a report of bullying in writing. A student's or parent's/legal guardian's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is being or has been bullied shall immediately notify the Principal or Administration. The staff member will enter a written report in the school's information system. A staff

member who fails to report suspected incidents of bullying may face discipline pursuant to Edge’s employment policies. Any suspected violation of the law will be reported to law enforcement. Any form of bullying that is also a “mandatory report” must be reported to law enforcement.

**Retaliation:** Retaliation directed toward a student or employee for the reporting of a case of bullying or a suspected case of bullying will not be tolerated. Students involved directly or indirectly in retaliation will be disciplined per policy.

**Investigating:** In investigating a report, the Principal or the Principal’s designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA). In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should school officials determine that bullying has occurred, discipline will be administered pursuant to school policies, and may result in suspension or expulsion. Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while at school.

Should school officials determine that a student submitted an intentionally false report of bullying, discipline will be administered pursuant to school policies, and may include suspension or expulsion

Regardless of the outcome of the investigation, the Principal or Administration will meet with the student who reported or was reported as being bullied, to review the findings of the investigation. Additionally, the parent(s) or legal guardian(s) of the involved students will be informed of the findings.

Edge High School will ensure information related to bullying is disseminated to students, and parents/legal guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive), and student's rights. The dissemination of this information will occur during the first (1st) week of each school year and shall,

- be posted in each classroom and in common areas of the school
- be summarized in the student handbook and on the school website
- be provided to each incoming student during the school year at the time of registration

In addition, this information shall be provided to any student who is an alleged victim of bullying.

If any student is physically harmed by an incident of bullying, or if such harm is threatened, school staff may contact emergency medical services or law enforcement, or both, or take other reasonable steps to protect the health and safety of all students.

**SUSPENSION AND EXPULSION:** Reasons that may result in a student being suspended or expelled include, but are not limited to, any of the following:

- Loud noise and/or music in or around the school facility
- Using, providing, purchasing, possession of, or selling drugs or illegal substances
- Violent behavior or threats of violent behavior, or bullying
- Involvement with gang activity, illegal organizations, or discriminatory activity
- Reckless behavior with a car, including driving too fast around campus or at school functions
- Cheating, plagiarism, or forgery
- Absences/tardies (see pages 19, 20-21)
- Disruptive behavior (see pages 10-11)
- Tobacco use or possession of tobacco products (including electronic cigarettes) on campus, or any observed tobacco use by students under the age of 18
- Refusal to work as directed by Edge staff

- Carrying a gun or other weapon on campus results in **EXPULSION** as required by law
- Misconduct away from school that has a detrimental effect on other students or on the orderly education process when the misconduct is directly connected to prior violations at school or is reasonably likely to produce further violations at school or is reasonably likely to create a substantial disruption at school
- Violation of law, violation of a school or classroom policy or rule, or violation of a provision of this Handbook

A student's attempt to engage in misconduct, whether or not successfully completed, or a student's agreement with another person to engage in misconduct, may result in discipline as if the conduct was completed.

If a student is suspended from Edge High School, he/she will be eligible to return at the end of the suspension, provided there is no waiting list. When students return from suspension, Orientation must be repeated and completed successfully.

Any student who has been suspended or has exited the program is not allowed on campus other than at the administrative office.

**TARDIES:** Students are tardy if they arrive at any class or activity after the bell rings or after the official class start time. At Himmel Park, a student who is tardy must check in at the main office and be issued a Tardy Slip. The office staff will record the tardy. If students show a pattern of tardies, they may be required to change to another class session.

**THEFT:** Students should not bring valuable items to school. Edge High School is not responsible for the loss, theft, or destruction of any property belonging to a student, or any other person, when the property is brought onto school premises. Incidences of theft or property destruction should be reported to the police or sheriff's departments.

**TITLE I:** Edge provides additional instruction in language/writing and/or math with Title I federal funds. Students demonstrating the greatest academic need are selected for Title I programs. Results of the Title I annual program review are available at the administrative offices. Parent/Legal Guardian will be notified when their child participates in a Title I program.

***Parents Right to Know  
Title I Targeted Assistance Programs***

Edge High School receives funding under Title I from the federal government. The goal of Title I is to improve academic achievement for all students.

Edge High School's status as a Title I Targeted Assistance Program, affords you, the parent/legal guardian, with the right to obtain information on the professional qualification of Edge teachers and paraprofessionals.

You have the right to request the following information regarding Edge instructional staff: if:

- the teacher meets state qualifications/licensure requirements
- the teacher is teaching under an Emergency Teaching Certificate
- the teacher has a baccalaureate degree
- the child receives services from a paraprofessional and
- the qualifications of the paraprofessional

This information can be requested in writing and is also available at Edge High School's Administrative offices located at our Himmel Park campus.

**TRANSCRIPTS:** Official transcripts may be requested by a parent/legal guardian (or student if 18 or older) by contacting the registrar or making a request in writing. The parent/guardian or student should provide information regarding where the transcript should be sent. If not sent directly to an educational institution, a \$5 processing fee will be charged (\$1 for an unofficial copy). A student's new school may request a transcript at no charge. The registrar has **10 work days** to prepare the transcript. A free official transcript will be provided upon graduation. Additional copies requested require a \$5 processing fee. The student's transcript will remain on file at the Edge office permanently.

**TRANSFER TO OTHER SCHOOLS:** Students who leave Edge will be contacted by Administration and will help the student either (1) plan a return to Edge or (2) find another school that meets the student’s needs.

**TRANSPORTATION:** Edge will load Sun Tran 30-day Economy Fare onto a student’s card for those who qualify and have the SunGo ID & Card and Edge School ID. (This SunGo ID & Card card may be obtained at the Sun Tran Special Services Office, 35 W. Alameda.) Student’s may request a waiver for the suggested \$10 Edge Resource/ID fee donation in the Edge office. A limited number of 24-hour day passes are available to students who do not qualify for the SunGo ID & Card. A student may request up to 1 (one) 24-hour day pass per quarter. Edge is not responsible for lost bus passes. For students not taking the bus, arrangements should be made to be dropped off on time and picked up no later than 15 minutes after the class session. The school is not responsible for students after they leave school property or if they are not picked up within 30 minutes of the final daily session.

**VISITORS:** All visitors at Himmel Park Edge, including parents/guardians or former students, **MUST CHECK IN AT THE OFFICE.** At Northwest Edge, visitors should call prior to their visit and make an appointment or follow procedures established at that site.

**VOCATIONAL EXPERIENCE:** Students who have a paying job may earn up to one core credit and two elective credits in “Vocational Experience” for their work experience. Students may not take time off from school to do so. See Administration for more information.

**WEAPONS, THREATS AND VIOLENCE:** In accordance with A.R.S. 15-341, Edge has zero tolerance for violence, threatening words or behavior, bullying, violent acts, abetting violence, carrying weapons on campus, and/or illegal activity of any nature that could potentially threaten the safety or security of pupils, teachers or administrators. Threats, even if intended to be humorous, will be reported to the police. Students bringing weapons to school, or engaging in violent behavior or threats, face expulsion from Edge High School, and law enforcement officials must be notified. Criminal charges may result from any violent or threatening behavior.

**WEATHER EMERGENCY:** Any cancellation or delayed opening of school due to weather or other emergency will be announced, using our parent notification system. Messages will be sent in the form of voice and text messages. **Please keep phone numbers accurate with the office.** Check the website for updates.

**WITHDRAWAL/TRANSFER:** If a student wishes to withdraw or transfer from Edge High School, a withdrawal slip that lists the student's name and reason for withdrawal will be forwarded directly to the student’s new school upon request, at no charge. Otherwise, there is a \$1 processing fee per copy. Minor students require parent/guardian permission to withdraw.

## **ATTENDANCE POLICY**

### **EDGE HIGH SCHOOL**

Students are allowed a maximum of 9 total absences in any one quarter. If the maximum number of absences is exceeded in any one class period during any quarter, the student will have to restart each affected course. The school administration may consider extenuating circumstances on a case-by-case basis.

Continued chronic attendance problems may result in higher level interventions. Habitual tardiness will result in interventions that may include:

- a. Assigning a 5<sup>th</sup> period class to the student’s schedule
- b. Moving the student to a different session

Arriving late to the start of a school session, in excess of 15 minutes, will be considered an absence for that class.

Medically excused/health-related absences (must be accompanied with a note from a healthcare provider (nurse practitioner, physician, dentist, physician assistant)

- a. Personal illness for which the student sought medical care
- b. Mental health illness for which student sought treatment from a mental health professional

**State Attendance Regulations:** Arizona law requires students between the ages of six and sixteen to attend school. The right and privilege of attending public schools carries with it certain responsibilities on the part of parents/legal guardians and students. School attendance is ultimately the responsibility of his/her family. Students should be absent from school only when absolutely necessary, as much of the classroom activity cannot be made up. It is the responsibility of school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of the student. Regular attendance is the key to much of the success a student may gain from his/her education program.

#### 1. DEFINITIONS

- A. Tardy is defined as arriving after the start of the regular school day or as arriving after the start of a class period.
- B. Absent is defined as a high school student not being present in his/her assigned classroom during the assigned period.
- C. Habitual Truancy: (A) A habitually truant child is a child between the ages of six and sixteen who is truant for at least five days during a single school year (A.R.S. 15-803) (B) Arizona state law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless exempt as defined by A.R.S. 15-803. If a parent/legal guardian fails to ensure that the child attends school, the law states that they are guilty of a “Class III (3) Misdemeanor.”

#### **State Attendance Regulations Continued**

- D. Excessive Absences: Per A.R.S 15-803, absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1. Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences.

### **SUMMARY OF EDGE HIGH SCHOOL’S CHILD FIND PROCEDURES FOR STUDENTS, PARENTS/LEGAL GUARDIANS, AND THE COMMUNITY**

In compliance with federal legislation, Edge High School has established the following policies and procedures for Child Find purposes:

1. Edge will maintain documentation of public awareness efforts to inform the community and parents how to recognize that a child may have a developmental delay or other disability and information on how and where to access services.
2. Screening will be implemented for all newly enrolled and transfer students.
3. The screening will be completed within 45 calendar days of school entry.
4. The screening will include consideration of academic or cognitive skills, vision, hearing, communications, emotional, motor, and adaptive development. If a concern is identified through screening or review of records, parents of the student will be notified of the concern within 10 school days and informed of Edge’s procedures to follow up on the student’s needs.
5. Review, referral, and follow-up will be done upon screening by special needs staff and documented in Edge’s Child Find Screening Log.

6. Edge will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located, and evaluated, subject to confidentiality requirements of C.F.R. §300.560 and 300.577.
7. Edge staff will refer children aged birth through 2 years suspected of having a developmental delay to the Arizona Early Intervention Program (AzEIP) to determine eligibility for early services at 1-877-705-5437.
8. Additional information on services for children suspected of having disabilities is available through Edge's Special Needs Coordinator at 520-881-1389, or the Arizona Department of Education's Exceptional Student Services Unit: Parent Information Network at 800-352-4558 or on the web at [www.ade.gov/ess/pinspals](http://www.ade.gov/ess/pinspals).

**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day that Edge receives a request for access.

Parents or eligible students should submit to the Principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/legal guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parent/Legal Guardian or eligible students who wish to ask Edge to amend a record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/legal guardian or eligible student, the school will notify the parent/legal guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/legal guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/legal guardian, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent/legal guardian or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/legal guardian or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents/Legal Guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents/legal guardians or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents/legal guardians of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

**Edge High School maintains that your education is your responsibility, although we will support you in fulfilling it. In order for us to do a good job, and be fair with all of our students, we feel that it is important to be clear about our expectations. Should you have any questions about Edge policies and procedures, or believe you present extenuating circumstances with respect to the application of any Edge policies or procedures, please contact Administration at your site, or the school Principal, at 881-1389.**

**Edge High School Student Conduct Matrix  
2019-2020**

<b>Level I Violations (least severe)</b>		
<b>Range of Interventions</b> Warning Behavior note written Parent/Legal guardian contact Confiscation of electronic device(s) Revocation of computer usage	Given appropriate school clothes to wear Attendance contract Intervention by Administration/SSC Community service Assigned extended time Redo the assignment	
<b>Violation</b>	<b>First Offense / Tier 1</b>	<b>Repeat Offense / Tier 2</b>
<ul style="list-style-type: none"> <li>• Cell Phone/Electronic Device Violation</li>   <li>• Computer violation or inappropriate use of technology resources</li> <li>• Cheating and Plagiarism</li> <li>• Dress Code Violation</li> <li>• Disruptive Behavior</li> <li>• Ditching/Leaving campus without permission</li> <li>• Excessive PDA</li> <li>• Failure to participate in interventions as directed</li> <li>• Probation Contract Violation</li> <li>• Profanity (continued after warning or interventions have been made and attempted)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Phone turned into Admin office</li>   <li>➤ 1 – 5 days OSS, Behavior Essay</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student turns in phone at start of day for specific duration of time as determined by Admin/SSC</li>   <li>➤ 5 – 10 days OSS, Behavior Essay, Presentation</li> </ul>
<b>Level II Violations</b>		
<b>Range of Interventions</b> Behavior note written Parent/Legal guardian contact and conference Intervention by Administration/SSC Assigned extended time In School Suspension	Individual or group counseling Assigned a mentor Community service Behavior contract Removal from elective class(es) and placed in study hall	
<b>Violation</b>	<b>First Offense / Tier 1</b>	<b>Repeat Offense / Tier 2</b>
<ul style="list-style-type: none"> <li>• Multiple Level I Violations</li> <li>• Horseplay and Minor Aggressive Acts</li> <li>• Non-compliance/Disrespect of authority</li> <li>• Profanity (directed towards individuals)</li>   <li>• Combustible to include lighters, etc.</li> <li>• Use or possession of tobacco products (<i>including electronic cigarettes or vaping equipment</i>) on campus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 10 days OSS, Behavior Essay</li>   <li>➤ 5 days OSS, Behavior Essay, Presentation</li> </ul>	<ul style="list-style-type: none"> <li>➤ 20 days OSS, Behavior Essay, Presentation</li>   <li>➤ 10 days OSS, Behavior Essay, Presentation</li> </ul>

### Level III Violations

<b>Range of Interventions</b> Behavior note written Parent/Legal guardian contact and conference In School Suspension		Community service Behavior contract Responsible for damages and/or graffiti removal Recommendation of another school
<b>Violation</b>	<b>First Offense / Tier 1</b>	<b>Repeat Offense / Tier 2</b>
<ul style="list-style-type: none"> <li>• Multiple Level I and/or II Violations</li> <li>• Smell of marijuana on person and/or possessions.</li> <li>• Prohibited Object</li> <li>• Destruction or damage to school property</li> <li>• Tagging/Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>➤ 15 days of OSS, Behavior Essay</li> <li>➤ 15 days minimum of OSS, Behavior Essay, Presentation</li> <li>➤ 15 days OSS, Behavior Essay</li> <li>➤ 15 days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>➤ 30 days of OSS, Behavior Essay</li> <li>➤ 40 days of OSS</li> <li>➤ 30 days of OSS</li> <li>➤ 30 days of OSS, Suspension for rest of year / Expulsion</li> </ul>

### Level IV Violations (most severe)

<b>Range of Interventions</b> Behavior note written Parent/Legal guardian contact and conference Intervention by Administration/SSC		Mentoring program Community Service Referral to community based organization Recommendation of another school
<b>Violation</b>	<b>First Offense / Tier 1</b>	<b>Repeat Offense / Tier 2</b>
<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Burglary/Breaking and Entering</li> <li>• Computer Violation of a serious nature <i>(tampering with districts Internet system, malicious hacking, destruction of district property, accessing pornography)</i></li> <li>• Hate Speech</li> <li>• Threats and/or Intimidation</li> <li>• Alcohol</li> <li>• Disruption of an Educational Environment</li> <li>• Possession and/or under the influence of drugs or paraphernalia <i>(includes paraphernalia, narcotics such as marijuana, synthetic substances such as K2, Spice, over the counter medications, prescription medications, as well as methamphetamines, or other drugs)</i></li> <li>• Fighting</li> <li>• Assault</li> <li>• Arson</li> <li>• Bomb Threat</li> <li>• Chemical or biological threat</li> <li>• Explosive</li> <li>• Sexual Abuse, Sexual Assault</li> <li>• Weapons</li> </ul>	<ul style="list-style-type: none"> <li>➤ 25 days OSS, Behavior Essay, Presentation</li> <li>➤ 30 days of OSS, Behavior Essay, Presentation</li> <li>➤ Police contacted, Suspension for rest of year / Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>➤ 45 days OSS, Suspension for rest of year / Expulsion</li> <li>➤ Suspension for rest of year / Expulsion</li> </ul>

**EDGE HIGH SCHOOL  
CLASSROOM HOURS AND LOCATIONS**

**HP CLASSROOM TIMES AND BELL SCHEDULE**

**HP Edge (Himmel Park) - Phone (520) 881-1389 Fax (520) 881-0852  
2555 E. 1<sup>st</sup> Street, Tucson, AZ 85716**

Morning Session: 7:55a.m.-12:25p.m., Monday thru Thursday  
Afternoon Session: 11:25a.m.-3:55p.m., Monday thru Thursday  
All Students Attend: 9:00a.m.-12:10p.m., Friday

**BELL SCHEDULE**

<b>HP-AM SESSION, Mon.-Thurs.</b>		<b>HP-PM SESSION, Mon.-Thurs.</b>	
PERIOD 1	<b>7:55a.m.-9:03a.m.</b>	PERIOD 4	<b>11:25a.m.-12:25p.m.</b>
PERIOD 2	9:05a.m.10:13a.m.	PERIOD 5	12:27p.m.-1:35p.m.
PERIOD 3	10:15a.m.-11:23a.m.	PERIOD 6	1:37p.m.-2:45p.m.
PERIOD 4	11:25a.m.- <b>12:25p.m.</b>	PERIOD 7	2:47p.m.- <b>3:55p.m.</b>
<b>HP- AM/PM SESSION-Friday (ALL STUDENTS ATTEND) 9:00a.m.-12:10p.m.</b>			

**NW CLASSROOM TIMES AND BELL SCHEDULE**

**NW Edge (NorthWest) - Phone (520) 877-9179 Fax (520) 877-9225  
231 W. Giaconda Way, Suite113, Tucson, AZ 85704**

Morning Session: 8:00a.m.-12:18p.m., Monday thru Thursday  
Afternoon Session: 11:18a.m.-3:36p.m., Monday thru Thursday  
All Students Attend: 9:00a.m.-12:14p.m., Friday

**BELL SCHEDULE**

<b>NW-AM SESSION, Mon.-Thurs.</b>		<b>NW-PM SESSION, Mon.-Thurs.</b>	
PERIOD 1	<b>8:00a.m.-9:05a.m.</b>	PERIOD 4	<b>11:18a.m.-12:18p.m.</b>
PERIOD 2	9:06a.m.10:11a.m.	PERIOD 5	12:19p.m.-1:24p.m.
PERIOD 3	10:12a.m.-11:17a.m.	PERIOD 6	1:25p.m.-2:30p.m.
PERIOD 4	11:18a.m.- <b>12:18p.m.</b>	PERIOD 7	2:31p.m.- <b>3:36p.m.</b>
<b>NW- AM/PM SESSION-Friday (ALL STUDENTS ATTEND) 9:00a.m.-12:14p.m.</b>			

JULY					AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	X	5				@	@	X	3	4	5	6		1	2	3	4
8	9	10	11	12	5	6	7	8	9	9	10	11*	12*	13	◇	◇	◇	◇	◇
15	NR	NR	18	19	12	13	14	15	16	16	17	18	19	20	@	15	16	17	18
22	23	RR	RR	26	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25*
29	@	@			26	27	28	29	30	30					28	29	30	31	
NOVEMBER					DECEMBER					JANUARY					FEBRUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			◇	◇	◇	3	4	5*	6*	7
4	5	6	7	8	9	10	11	12	13	@	7	8	9	10	10	11	12	13	14
X	12	13*	14	15	16	17	18	19	20	13	14	15	16	17*	17	18	19	X	X
18	19	20	21	22	◇	◇	◇	◇	◇	X	21	22	23	24	24	25	26	27	28
25	26	27	X	X	◇	◇				27	28	29	30	31					
MARCH					APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5*	6			1	2	3*					1	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8*	8	9	10	11	12
◇	◇	◇	◇	◇	13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
@	24	25	26	27	20	21	22	23	24	18	19	20	21	22G	22	23	24	25	26
30	31				27	28	29	30		X	26	27	28	29	29	30			

Independence Day (Observed).....July 4, 2019  
 New Student Registration.....July 16-17, 2019  
 Return Student Registration(Himmel Park).. July 24-25, 2019  
 First Day for New Staff.....July 30, 2019  
 First Day for All Staff.....July 30, 2019  
 First Day for Students.....August 5, 2019  
 Labor Day.....September 2, 2019  
 Fall Break .....October 7-11, 2019  
 Veteran’s Day.....November 11, 2019  
 Thanksgiving Recess .....November 28-29, 2019

Winter Break .....Dec. 23, 2019-Jan. 3, 2020  
 Martin Luther King Day .....January 20, 2020  
 Rodeo Days .....February 20-21, 2020  
 Spring Break .....Mar. 16-Mar. 20, 2020  
 Course Completion Deadline for Seniors.....May 8, 2020  
 Last Day for Students ..... May 22, 2020  
 Graduation Ceremony.....May 22, 2020  
 Last Day for 11 mo. Staff.....May 22, 2020  
 Memorial Day .....May 25, 2020  
 Summer School Begins.....June 8, 2020

Professional Learning & Grading Days	Report Card Days	Quarters	Teaching Days	Symbol Key
07/30; 07/31; 08/01; 08/02; 10/14; 01/06; 03/23	10/14 01/06 03/23 05/26	1st 08/05-10/04 2nd 10/15-12/20 3rd 01/07-03/13 4th 03/24-05/22	44 46 46 44	◇ Break (students/staff off) @ Prof. Learning & Grading Day (students off) X Holiday (students/staff off) G Graduation Ceremony NR New Student Registration-HP Students RR Return Student Registration-HP Students NS New Staff Orientation
<b>Events *</b>			<b>180</b>	<p>40<sup>th</sup> day-9/30/19 * 100<sup>th</sup> day-1/21/20</p> <p><b>Revised 6/10/19</b></p>
State Testing Dates-HP/NW: AZ Merit TBD				
<p>*Schoolwide Community Service Impact Day: HP/NW-11//13                  *Design Day: HP &amp; NW-3/5                  *Honors Assemblies: HP/NW 1<sup>st</sup> Qtr. 10/25; 2<sup>nd</sup> Qtr. 1/17; 3<sup>rd</sup> Qtr. 4/3; 4<sup>th</sup> Qtr. 5/8                  *Parent-Teacher Conference : (HP) 9/11; (NW) 9/12; (HP) 2/5; (NW) 2/6</p>				

JULY					AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	X	5				@	@	X	3	4	5	6		1	2	3	4
8	9	10	11	12	5	6	7	8	9	9	10	11*	12*	13	◇	◇	◇	◇	◇
15	NR	NR	18	19	12	13	14	15	16	16	17	18	19	20	@	15	16	17	18
22	23	RR	RR	26	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25*
29	@	@			26	27	28	29	30	30					28	29	30	31	
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M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			◇	◇	◇	3	4	5*	6*	7
4	5	6	7	8	9	10	11	12	13	@	7	8	9	10	10	11	12	13	14
X	12	13*	14	15	16	17	18	19	20	13	14	15	16	17*	17	18	19	X	X
18	19	20	21	22	◇	◇	◇	◇	◇	X	21	22	23	24	24	25	26	27	28
25	26	27	X	X	◇	◇				27	28	29	30	31					
MARCH					APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5*	6			1	2	3*					1	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8*	8	9	10	11	12
◇	◇	◇	◇	◇	13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
@	24	25	26	27	20	21	22	23	24	18	19	20	21	22G	22	23	24	25	26
30	31				27	28	29	30		X	26	27	28	29	29	30			

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