



Welcome to Edgewood Academy

"Where the arts grow in every child."

Dear Parents,

Welcome to the 2018-2019 school year at Edgewood Academy! We look forward to another exciting year. This new school year will be filled with wonderful learning opportunities including the continuation of our Arts program. Edgewood students will experience dance, music, and art in a whole new way. There will be theatrical, musical, dance, and art shows scheduled throughout the school year. We encourage all parents to support and participate in your child's educational and artistic journey.

Our school planner includes our Parent and Student Handbook, which we use in conjunction with The School District of Lee County Parent Guide & Code of Conduct for Students 2018-2019 to clearly communicate the expectations, policies, and procedures followed at Edgewood Academy and the School District. Parents and students must sign and return the acknowledgement form from the 2018-2019 Code of Conduct for Students which will be distributed in the first day student packet.

Keeping our children safe and secure is a top priority. It is Lee County School District policy that **ALL VISITORS AND PARENTS MUST FIRST CHECK IN WITH THE OFFICE BEFORE ENTERING OUR CAMPUS**. We will continue to use the "Keep N Track" system. All visitors must bring a driver's license for a visitor's pass. For the safety of your child, please remember we will not take dismissal changes over the phone.

During the first few weeks of school we ask you to please be patient with our parent pick-up and bus pick up and drop off/arrival times. If you are picking up your child at parent pick-up, we require that you **post your car tag and remain in your vehicle at all times**. Also, keep in mind that traditionally buses may arrive late the first week of school as the drivers make sure all students arrive home safely. Bus schedules are available online: <http://transportation.leeschools.net>.

Please visit our website as we continue to improve and update events. There are also many wonderful resources for parents and students. Our website is <http://ewd.leeschools.net>. Want to know what is happening at Edgewood? Follow us on Twitter @EdgewoodAcad.

We are going to have a great school year and look forward to working together with each of you for the success of your children!

Sincerely,
Robert W. Mazzoli
Principal

Dr. Carol Frink
Assistant Principal

*School starts at 7:55 am!
Timing is everything...
Get to school on time!!*

ADDRESS/TELEPHONE NUMBER

It is important that we have your correct home and work addresses and telephone numbers. If you do not have a telephone, please give us a neighbor's number or an emergency number so, that we can locate you if it becomes necessary.

If you move during the school year you must provide proof of residence. The school district will accept a lease agreement, mortgage statement or electric bill as proof of residence.

If your telephone number or address changes, please notify the school office in writing immediately so we may update your child's emergency card.

ATTENDANCE POLICY

ABSENCES

It is important for students to be in school every single day of the school year. **All students are required to attend school every day of the school year. Parents are responsible for their child's daily attendance. This policy applies to all PreK – Grade 12 students.** * If your child is absent, you should send a note explaining why he or she was absent. You can also call the school and tell us why your child was absent.

TARDIES

A **TARDY** is defined as a student not being in the classroom when the class is scheduled to begin.* All students are to be in the classrooms ready for instruction by 7:55 a.m. A parent or guardian must accompany their child into the office to sign them in after 7:55 a.m. **Habitual tardiness is defined as being tardy six (6) times in a quarter.***

EARLY DISMISSAL

No student shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.* Anyone picking up a child early must provide a photo I.D. and be listed on the student's Emergency Card. We will call for the student when you arrive.

EXCESSIVE ABSENCES, TARDIES AND/OR EARLY DISMISSALS

Non-attendance for instructional activities is established by tardiness, early sign-outs or absences for any part of the day. Without acceptable documentation, an accumulation of daily absences (*excused OR unexcused*), tardiness or early sign-outs that equal five (5) days in a calendar month or 10 days within a 90 calendar day period may be exhibiting a parent of non-attendance.*

*Lee County School Board Policy 4.16.

BELL SCHEDULE

7:25 am Campus opens
7:25 am – 7:45 am *Breakfast is Served*
2:40 pm Dismissal

BIRTHDAY CELEBRATIONS



Students' birthdays are very special events and we do not want to turn anyone away on your child's special day. **Please follow these guidelines at school if you would like to send a treat for your child's birthday.**

- Please make prior arrangements with your child's teacher.
 - Please provide individual treats instead of birthday cake.
 - We may only serve store bought treats to the children.
- Treats may be served during lunch, but **not in the classroom** during instructional time.
 - Birthday invitations may not be passed out at school unless you have one for every student.
 - We cannot hold birthday parties at school.
 - Balloons: Only Mylar balloons are allowed on school campus and at school functions.
 - Balloons are not allowed on school buses.

BOOKS

The school must be reimbursed for lost and/or damaged textbooks and library books. Call the Bookkeeper at 334-6205, ext. 220 for the cost of textbooks. Call the Media Center for lost library books at 334-6205, ext. 230. Please make checks payable to "Edgewood Academy."

BUS

If a student chooses to violate a bus rule, the driver will issue a bus referral. The referral will be handled by the administration. In most cases, the following procedure will be followed:

- 1st referral: Warning; parent contact
- 2nd referral: Letter home; parent contacted
- 3rd referral: Parent conference and/or one day bus suspension
- 4th referral: 2-day bus suspension; 2nd parent conference
- 5th referral: 3-day bus suspension; Administrative Hearing

Please refer to the Lee County School Code of Conduct for specific bus guidelines, rules and information.

For your student's safety, NO requests for bus changes can be made over the telephone.

CAFETERIA

Students are able to eat breakfast and lunch at school.

TIMES: Breakfast is served from 7:25-7:45 a.m. Lunch is served between 10:30-12:30 p.m.

FOOD ALLERGIES & SPECIAL DIETS: Inform the school office in writing if your child has a food allergy or special dietary needs. This information will be kept on file in the Clinic and in the Food Manager's Office.

LUNCHES FROM HOME: We encourage nutritional lunches to be brought from home (no candy or soda please).

LUNCH PROGRAM

All students will be eligible for breakfast and lunch meals at no charge. Free and Reduced meal applications will no longer be required. Ala cart sales will continue as current. Students will be required to input their student ID numbers into the food service point of sale system. All required meal “components” are still required for each meal. For further information from our Food & Nutrition Department, please visit:

<http://www.leeschools.net/nutrition>

CLINIC

Edgewood has a full-time Clinic Assistant in our Clinic. Guidelines for calling parents and requiring them to pick up their child are:

- A temperature over 100 degrees
- Vomiting
- A communicable disease
- An injury requiring more than basic first aid
- Head lice

The school nurse will contact the parents to identify any medical needs while in school and create a plan of care. If your child needs to take medication during the school day, the following forms must be filled out:

- Parent Permission Form (MIS 398)
- Physician Permission (MIS 401)

These forms are available from the Clinic.

CODE OF CONDUCT

You may access a complete copy of the Code of Conduct at: <http://www.leeschools.net/parent-portal> Each student receives the Directory Information and Student Health Information forms from the Code of Conduct book. Please fill out the forms from the Code of Conduct book and return to school. **These rules apply to all students.**

COMMUNICATION WITH TEACHERS & PARENTS

Agendas/Planners:

- All students in grades K-5 will be given one free planner/agenda.
- If they lose, misplace or damage their planner/agenda, they can be replaced at a cost of \$5.00 (available in the school store).
- Students are expected to have their planner/agenda with them at school every day.
- By using a planner/agenda, students learn how to organize homework assignments and develop good study habits.
- Your child’s agenda is an excellent way to communicate with his/her teacher.
- **Parents are expected to sign the planner/agenda each night.** Teachers will sign the planner/agenda each day.

Conferences

Teachers are available from 2:50 pm – 3:20 pm

Conferences with teachers need to be scheduled other than during student arrival time (7:25 am – 7:55 am).

DISMISSAL POLICIES & CHANGES

During the first days of school we will document and establish each child's "going home" routine. This is done by recording how your child arrives at school and then sending them home the same way. For instance, if your child arrives on bus 1234 then they will be put on that same bus to go home after school *unless* the parent has specified a different afternoon bus. Once your child's routine is established, we cannot change it without specific, written instructions from the parent.

If you wish to change your child's going home route at any time during the school year, please follow these procedures:

- Send written notice with detailed information in your child's agenda.
- Requests to ride a different bus or to use another stop must be approved by the Principal or Assistant Principal. This can only be approved in **emergency** situations.
- Early Dismissal from classes will only be allowed for an emergency. If you come to the office to take your child early from class, you must have a photo ID with you. If you send someone in your place, the person must be listed on the emergency card and have a photo ID. We cannot release students to anyone that is not listed on the emergency card.

DRESS CODE

Edgewood Academy is a uniform school. Edgewood Academy school uniforms:

- Navy, burgundy, white, dark green or grey collared shirts
- Navy, khaki, or blue jean pants
- Navy, khaki, or blue jean shorts
- Navy or khaki skirts or uniform dresses/ jumpers
- Athletic (tennis) shoes (no lace-up knee high shoes).
- Belts
- **SOLID colored blue jeans or blue jean shorts:**
 - **NO rips or holes**
 - **NO bleached out areas**
 - **NO designs/jewels**
- No clothing or jewelry that may cause injury or may be a distraction to the educational environment may be worn. This includes, but is not limited to, chains, bracelets, rings, and dangling earrings.
- **No hats, caps, hoods, headgear or sunglasses may be worn inside of the school building.**
- Shirts must be tucked in.

EARLY DISMISSAL DAYS

Early Dismissal days are in December and May. Early Dismissal time is 12:40 pm. Students' buses will arrive home **2 hours earlier** than on regular dismissal days.

EMERGENCY CARDS

In the event of an emergency, our only way to reach parents is with the information on your child's emergency card. ***It is critical for your child's safety that we ask you to let us know immediately if you get a new phone number.***

ILLNESS POLICY

The School District of Lee County Health Services

There are several reasons to keep (exclude) sick children from school:

1. The child does not feel well enough to participate comfortably in usual activities, such as with extreme signs of tiredness or fatigue, unexplained irritability or persistent crying.
2. The child requires more care than the school staff is able to provide without effecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.
4. The child is not vaccinated due to medical or religious reasons and there is an outbreak in the school.

The following list gives guidelines and recommendations for exclusion from school due to illness. Children with minor illness need not be excluded unless one or more of the following exists.

ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
Chicken Pox	Yes - Until blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink eye) Pink or red eyes with thick mucous or pus draining	Yes – May return 24 hours after treatment begins. If your health provider decides not to treat your child, a note is needed.
Coughing (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)	Yes - Medical attention may be necessary. <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment.
Coxsackie Virus (Hand, foot and mouth disease)	No - May attend if able to participate in school activities, unless the child has mouth sores and is drooling
Diarrhea (frequent, loose or watery stools not caused by diet or medication)	Yes – if child looks or acts ill; diarrhea with vomiting; diarrhea that is not contained in the toilet, (children in diapers should be excluded)

Fever <u>with</u> behavior changes or illness <u>Fever</u> is an elevation of body temperature above normal.	Yes - when fever is elevated above 100 degrees and is accompanied by behavior changes or other symptoms of illness, such as fatigue, rash, sore throat, upper respiratory symptoms, vomiting, diarrhea, etc. Must remain at home for at least 24 hours or until all symptoms subside.
Fifth's Disease	No - child is no longer contagious once rash illness appears.
Head Lice	Yes - May return after treatment and removal of all live lice and nits from hair.
Hepatitis A	Yes – until 1 week after onset of illness or jaundice and when able to participate in school activities.
Herpes	Yes – if area is oozing and cannot be covered, e.g., mouth sores. Otherwise, may return to school.
Impetigo/ STAPH/ MRSA	Yes – May return 24 hours after treatment starts. Wound must be covered with dressing taped on all 4 sides.
Body Rash <u>with</u> fever	Yes - Seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. May return to school when medical provider determines that illness is not communicable.
Mild Cold Symptoms (stuffy nose with clear drainage, sneezing, mild cough)	No – May attend if well enough to participate in school activities
Upper Respiratory Complications -large amount of thick nasal discharge -extreme sleepiness -ear pain -fever (above 100° orally)	Yes – Seek medical advice. May return when symptoms are improved.
Ringworm	Yes - May return after treatment begins. Area should be covered while in school for first 48 hours of treatment.
Roseola	No – unless child cannot participate in usual activities and has fever.
Scabies	Yes – May return after treatment is started with note from medical provider.
Strep Throat	Yes – May return after 24 hours of antibiotic treatment and no fever for 24 hours
Vaccine Preventable Diseases (mumps, measles, whooping cough)	Yes – until judged not infectious by a medical provider. Report all cases to Health Services Coordinator.

Vomiting (2 or more episodes in the past 24 hrs)	Yes – until vomiting resolves or health care provider determines that cause is not communicable. <u>Note:</u> Observe for other signs of illness and for dehydration.
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HEAD LICE

Anyone may get head lice. If head lice is detected at school, parents will be notified that day. Parents are responsible for treatment of head lice by shampoo and special nit-removal combs. After treatment, the student must be checked by the Clinic before they can return to class.

LOST & FOUND

Please write your child’s name on his or her belongings. Any items found on campus will be placed in the Lost & Found area. If your child loses an article of clothing, etc., please have them check our Lost and Found area in the front office. Please note that at the end of school year, the lost items that are not claimed will be donated to a charity.

MOVING/ CHANGE OF ADDRESS

If you move, we must have proof of your new address. *Lee County School District will only accept a lease agreement, mortgage statement, or electric bill as proof of residence.* We cannot give your child a new bus until we have this proof of your new address.

NEWSLETTERS

Every month newsletters with an activity calendar are sent home with students and posted on our website. Please take the time to read the newsletter. If you have questions, please call the school.

PARENT COMMUNICATION

The School District of Lee County’s FOCUS Parent Portal provides parents/guardians a real-time view of their child’s grades and assignments. For the protection of your child’s confidential information, the School District of Lee County has created a secure procedure for parents and guardians to register for a FOCUS Parent Portal account online. Please visit <https://lee.focusschoolsoftware.com>

PARENT CONFERENCES

Teachers communicate with home by writing notes in the Agenda Book. Parent-Teacher-Student Conferences are also held twice a year, or as needed. Students will come to the conference with their parents. During this time, students will explain their progress to their parents. They will discuss their goals in reading, writing, math, science, and social studies. It is extremely important that parents/ guardians attend the conferences with their child.

SCHOOL SAFETY

We want to make sure that our students are safe at school and learn as much as possible. Below is a list of things that are not allowed at school:

- Electronic devices or games
- Dice, marbles, or playing cards
- Alcoholic drinks, narcotics, medicine, cigarettes, tobacco lighters, or matches
- Weapons or any item that can be used as a weapon

- Cell phones are allowed, but must be turned **off** during the school day and may not be used or displayed

Consequences of using or displaying cell phones during school:

- First offense: The cell phone is taken and the parent will be notified. The phone will be returned to the student at the end of the school day.
- Second offense: The cell phone will be taken, the parent will be notified, and the parent must come to school to pick up the phone.
- Third offense: The cell phone is taken, the parent will be notified, and the phone will not be returned until the end of the quarter.

TECHNOLOGY

Access to the Internet and Network is a privilege in the Lee County School District. Students are required to follow guidelines and policies as stated in the Computer/ Network Usage section of the Lee County School District Code of Conduct.

TESTING

Our students are tested several times a year as we evaluate their progress. The test dates on the calendar are *tentative and subject to change*. Please check with your child’s teachers to verify the test dates.

TRANSPORTATION

BUS RIDERS

Bus Riders are escorted to the bus ramp on the East side of campus by teachers. Each student is provided with a tag indicating their bus number.

SCHOOL BUS RULES

Transportation (East Zone) Phone Number.....303-7400

Riding a Lee County School bus is a privilege!

The rules of the bus are posted in the front of each school bus. The bus driver is in full charge of the bus and students must obey the driver.

1. Students must sit in their assigned seat.
2. Gum chewing, eating, drinking, using tobacco products, or illegal substances will not be tolerated.
3. Anything that interferes with student safety will not be allowed, such as fighting, profanity, abusive language, large or sharp objects, balls, bats, radios, or electronic devices.

Please refer to the Student Code of Conduct for questions regarding consequences of breaking the bus rules.



**PARENT DROP-OFF
(A.M. Car Riders)**

- Students should be dropped off in front of the school after 7:25 a.m.
- Edgewood Staff Members are in position to supervise your children and assist them beginning at 7:25 a.m.
- Please be prepared for children to exit cars quickly. Please do NOT use this time to update student agendas, adjust backpacks, etc.

- Students should exit the vehicle on the **right** side (the side closest to the curb).
- **Please DO NOT drop students on Edgewood Avenue or in the visitor parking lot!**
- *There is NO student supervision prior to 7:25.* Should students be dropped off before this time, parents will be called to return to school.
- If parents/guardians park in the visitor lot, please use the cross walks to enter the building.
- Do not leave your vehicle unattended on the drop-off ramp! If you need to come into the office, please park in a visitor parking space.

PARENT PICK UP (P.M. Car Riders)

Parents should pick up their students:

- **Back Pick Up:** Head Start, Pre-K, Kindergarten & 1st Grade
- **Front Pick Up:** Grades 2, 3, 4, 5
 - ***Pre-K, K, 1st graders who have older siblings will be picked up in the front of the school.**

Every driver **must** have a hang tag with the child's name and grade on the car rear view mirror. You will receive a tag the first day of school. If you do not have a car tag, you will be required to park, and come into the front office with proof of identification to pick up your student. This is for the safety and security of all students.

WALKERS/ BIKE RIDERS

Walkers are escorted by teachers to the sidewalk in front of the cafeteria. Parents are welcome to meet their students there. We will release walkers after the buses have left campus. This is to ensure the safety of your student.

Bike riders can lock their bikes in the gated area provided next to the Pre-K classrooms on the West side of the building. When arriving and leaving the school campus, bike riders should walk beside their bike and not ride on their bike in the parking lot or sidewalk of the campus.

A bicycle rider or passenger under 16 years of age must wear a bicycle helmet that meets the standards of the American National Standards Institute. (Section 316.2065, Florida Statute) Bicycle helmets must be worn by anyone under the age of 16 riding or a passenger on a bicycle on School Board-owned property.

VISITORS ON CAMPUS

We encourage parents to visit our campus, but safety is our first priority. All visitors must come to the Main Office and check in. If parents want to drop off their children, they may do so between 7:25-7:40 a.m. Teachers have a busy day ahead, so this is not the best time for a parent conference. If parents wish to visit during the school day, they must make prior arrangements with the teacher(s).

VISITOR SIGN IN SYSTEM

When you come to school, please report to the office. **You are required to bring your driver's license or picture ID with you to sign into our automated system!** All visitors will receive a visitor badge. This must be worn and visible while on campus.



VOLUNTEERS

Getting Involved at Edgewood Academy...

We love having volunteers in our school! Please check into the office when you volunteer and get a badge to wear. Please ask about the many, many ways you can work on our campus to help! *Every volunteer must submit a volunteer application form and file your driver's license information with our office staff.*

SAC & PTO

The School Advisory Council (SAC) and the Parent & Teacher Organization (PTO) are two groups of parents and teachers that meet to help the school. The PTO plans activities and oversees fundraisers. The SAC helps the principal make decisions about our School Improvement Plan, spend school funds, and make important decisions about changes in the school. All parents are encouraged to join one or both of these organizations.

FRESH FRUITS & VEGETABLES

Our students will all get fresh fruits and vegetables as snack again this year, thanks to a grant from the State of Florida. We look forward to enjoying these nutritious snacks!



THE SCHOOL BOARD OF LEE COUNTY, FLORIDA

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www.leeschools.net

Parents:

All students will be given a lanyard with a student ID and a Student Planner with Handbook at **no charge**.

If a student loses their ID/Lanyard, they can be replaced at a cost of \$3.00.

The IDs are used to scan in student numbers at breakfast and lunch; they should be worn around student's neck during the day.

Planners/Handbooks are 3-hole punched. **Students** use them to write assignments; **teachers** use them to communicate with parents, and **parents** use them to communicate with the school.

If a student loses a planner, they can be replaced at a cost of \$5.00.