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PARENT/STUDENT

HANDBOOK

2024-25 School Year

Enterprise High School

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Clearwater, FL 33763

727-474-1237

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**Introduction**

Enterprise High School is a special place for students. Students develop important academic, work, social, emotional well-being, and self-sufficiency skills that enable them to be successful in life, on the job, and with continuing education.

Students graduate from Enterprise High School with a state-recognized High School Diploma, well prepared to live as productive and responsible citizens in the community. Students leave feeling confident of their abilities and prepared to find a good job, enter a trade, an apprenticeship, or attend a post-secondary educational program.

Students work hard and learn to give their best efforts on their own behalves. Everyone at Enterprise High School is treated with respect. We require and demand a commitment from students, not just in following the school rules, but also in working to make oneself the best person one can be and making our school the best in the area.

**Admission Information**

***A. Enrollment***

Applications are accepted any time of the year at Enterprise High School. The process is as follows:

* 1. Complete an Enterprise High School Reservation Application. After completing the Reservation Application, prospective students are placed on the waiting list.
  2. When a seat becomes available at our school, the prospective student is contacted and has 24 hours to contact us to let us know that he or she can start school on the given date.
  3. The Enrollment Application, proof of residency and either a photo ID or birth certificate must be presented on the first day the student begins school. Students who attended an out of county/state school will need to provide a current shot record and physical on Florida Board of Health forms and an official transcript from the out of county/state school. Student is also expected to share health insurance information.

4 In the event that enrollment exceeds capacity, Enterprise High School will perform a blind, random lottery to determine which students are enrolled and which students are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences may only be given to existing students, siblings of existing students, and re-enrolling students.

5. All students wishing to enroll at our school need to complete any reassignment due to misconduct

at Pinellas Secondary School or Teleschool prior to enrolling at our school. Completion of

reassignment needs to be verified with the sending school’s administration team.

***B. Fees***

There is no tuition of any kind at Enterprise High School.

***C. Non-Discrimination Policy***

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability. Enterprise High School also will not discriminate in its pupil admissions policies or practices, whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

***D. Student Immunizations***

All new students are required to submit a copy of their Immunization Records within the first 14 days of enrollment. Students attending school are in violation of Florida law if:

* A student’s immunization record is not on file
* The student still needs their initial Measles, Mumps, or Rubella (MMR) vaccine
* The student still needs their initial dose of DTaP vaccine
* The student still needs their initial dose of Polio vaccine

A student’s Immunization Records need to be received by the school by the 15th day of enrollment. The student will be released from school and will not be able to attend until they can acquire their medical records from their last school of attendance, primary physician, or until they can prove that they have begun the immunization process and have received at least one dose of DTaP/DPT/DT, MMR, Polio and Hepatitis B. A student who has been released for not submitting a copy of their Immunization Records will be counted as unexcused while the student is not attending school.

If a student has received at least one dose of DTaP/DPT/DT, MMR, Polio and Hepatitis B, s/he may remain in school. However, s/he must finish the series as the scheduled intervals between doses permits. Any student with partial immunizations has until the end of the school year to complete their immunization vaccines.

For a student, grades 9-12, required doses include:

* 4 DPT, DTaP, or DT (Pediatric)
* 3 Polio Vaccine
* 2 MMR Vaccine
* 3 Hepatitis B Vaccine

***E. Re-Enrollment***

Students who have withdrawn from Enterprise High School during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Re-enrolling students must meet with an administrator to sign an attendance agreement. Any variation to this process requires administrative approval.

***F. Annually Required Documents***

At the beginning of each school year (July 1st), the schools must distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

* Current school year Board-approved Parent/Student Handbook (no collection necessary)
* Current school year Board-approved School Calendar (no collection necessary)
* Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18) and collected
* Title One Compact – must be completed, signed by the parent or student (if over 18) and collected for both school wide and targeted schools (if applicable)
* Free and Reduced Lunch Form (if applicable)

***G. Change of Address/Phone Number***

It is the student’s responsibility to inform Enterprise High School's Data Management office of any change of address or phone numbers. All changes of address must be accompanied by two proofs of residency. Examples of proof of residency are as follows: utility bills, lease, driver’s license, or property tax records. Any other relevant information must also be updated in the DMT's office.

***H. Non-Discriminatory School***

Enterprise High School is a public, non-discriminatory school.

**Student Responsibilities**

***A. Code of Conduct***

Enterprise High School recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Student Conduct is intended to standardize procedures to guarantee the rights of every student at Enterprise High School.

Students at Enterprise High School are required to know the Code of Student Conduct. When students do not follow the rules, they are expected to accept the consequences. The student’s attitude toward the rules of Enterprise High School is very important.

In addition to this Enterprise High School Code of Student Conduct, the students of Enterprise High School are also to follow the Pinellas County Code of Student Conduct. This document is provided to students during orientation and/or registration at the school.

Corporal punishment is not permitted. Employees cannot threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Student Conduct apply to any conduct that occurs:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function or event;
4. Graduation ceremonies or graduation celebrations;
5. Traveling to and from school, including actions on any school or public conveyance.

Under this Code of Student Conduct, the following definitions will apply:

**Student:**

A student is a person, adult or minor, enrolled in Enterprise High School.

**Parent**:

1. A parent is an official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Florida government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required).
2. For a dependent adult student, ages 18-20, a parent is an official guardian, etc. with whom he/she lives.
3. For married and independent adult students ages 18-20 and for all students 21 years old or above, the student does not need parent signature or approval for any forms or processes.

**Spouse**:

The legal spouse of a student is expressed in a marriage certificate from any state, the Commonwealth of Puerto Rico, or sovereign nation.

The following behaviors are considered **OFFENSES** at Enterprise High School and will result in corrective action, up to and including a suspension, expulsion, or withdrawal, at the discretion of the Administration of the school.

1. **Truancy** – Absent without permission from the school.
2. **Dress Code Violation** – Not dressed according to Enterprise High School dress code.
3. **Disruption** – Interfering with school policies or classroom routine.
4. **Cheating/Plagiarism** – Copying someone’s work or in any way trying to take credit for work not done by the student himself/herself.
5. **Profane Language** – Use of profane or unacceptable language.
6. **Sexual Misconduct** – Including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc.
7. **Smoking/Vaping** – Smoking/Vaping on school grounds is strictly prohibited.
8. **Sleeping** – Activity which results in student non-performance.
9. **Disobedience to the lawful instructions of a teacher –** Disobeying the lawful instructions of an administrator, teacher, or other staff member of Enterprise High School.
10. **Out-of-Bounds –** Being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority.
11. **Misuse of Electronic Devices –** Cell phones and handheld electronic devices are permitted to be used during school so long as their use does not cause a disturbance or impede academic progress. Students may not use speakerphone or video chat functionality.
12. **Non-completion of assigned activities** – Failure to finish academic work.
13. **Failure to provide name or identification to school employees** – Refusal to provide Enterprise High School staff with their name, identification, or other necessary information including, but not limited to current phone number, address, etc.
14. **Theft** – Taking the property of another without right or permission
15. **Fighting or violence** – Participating in physical contact and/or verbal abuse with one or more students.
16. **Vandalism** – Purposeful destruction of school or student property.
17. **Gang Activities** – Participating in gang activities.
18. **False fire and/or bomb alarm** – Willful intent to cause panic by submitting false information.
19. **Arson or attempted arson** – Setting fire or attempting to set fire to any school or building property.
20. **Drug/Alcohol/Other Substances –** Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal or controlled substance.
21. **Weapons –** Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.
22. **Wrongful conduct –** Actions that impede, obstruct, interfere with or violate Enterprise High School’s mission, philosophy, and regulations.
23. **Property –** Destruction and or intentional harm to person or property.
24. **Harassment –** Sexual harassment, misconduct, and or improper language or inappropriate touching.
25. **Disrespect of the rights of others or others' property –** Willful destruction or rudeness towards others (staff or students).
26. **Conduct which endangers themselves or others –** Any form of physical contact which jeopardizes others including but not limited to horseplay and throwing objects.
27. **Harassment, Intimidation, Hazing or Bullying –** Any harassing, intimidating, hazing or bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events.
28. **Unauthorized websites and misuse of Internet** – Students misuse or actions related to the Internet (See Internet Safety Policy).
29. **Other Behaviors –** Any other behaviors that the Principal deems as offenses that will result in corrective action.

***B. Dress Code & General Guidelines***

1. No sunglasses or bandanas are permitted. (The only exception is for religious purposes.)
2. Cell phones and portable music players are prohibited.
3. Each student must maintain a neat, clean, professional appearance at all times.
4. The Principal may make exceptions to the dress code based on physical disability or other conditions.
5. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
6. Students not conforming to the Dress Code will be offered alternative clothing. If student refuses to change then he/she/they will be sent home and will be deemed absent. Phone calls will be made to the parents of student who are under 18. Students can enter school later that day if they return in appropriate dress.

**For males:**  Shirt choices: Enterprise High School shirt or more conservative shirt, including button up oxfords, polo shirts, plain clean T-shirts, etc. All shirts must have sleeves – no tank tops are permitted. Pant choices: Slacks, shorts, or jeans. All pants must cover undergarments. Other items: Shoes must be worn at all times.

**For females:** Shirt choices: Enterprise High School shirt or more conservative shirt, including button up oxfords, polo shirts, plain clean T-shirts, blouses, etc. All shirts will cover the midriff area. No excessive visible skin will be tolerated. Pant choices: Slacks, jeans, skirts, and shorts. Skirts and shorts must be mid-thigh or longer. Other items: Shoes must be worn at all times.

**All students who attend Enterprise High School** **must adhere to the dress code policy as stated****.**

***C. Attendance Policy***

All students should maintain a minimum 80% in-seat attendance rate (at least four out of five days per week) while enrolled at Enterprise High School. Students at Enterprise High School are expected to attend their academic session and be on time. The AM shift begins at 7:00 and ends at 12:00. The PM shift begins at 12:00 and ends at 5:00. Every student is expected to attend and stay for 5 hours each day. Student entrance doors will be locked after each session begins. Students arriving late will need to go to front office to receive a tardy slip. Every student receives a free breakfast and lunch at our school. Breakfast is served at 9:30 and lunch is served at 11:45. For PM shift lunch is served at 12:00 noon.

Students must sign in and out on a daily attendance sheet at the beginning and end of their session. These sheets are kept as attendance records at the school.

If the student needs to miss school, a written excuse must be brought to school upon the student’s return. Unexcused absences will reduce the student’s overall attendance percentage. Excused Absences will also reduce the student’s overall average attendance percentage but will be considered should the total attendance percentage drop below 80%.

**EXCUSED ABSENCES**

Excused absences require **written documentation** such as a doctor's note, verification from the court or an employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to Enterprise High School on the first day they return to school. An excused absence will be granted if the student is not in school for the following reasons:

1. Medical appointment with appropriate written documentation
2. Under a doctor’s care with appropriate written documentation
3. Automotive with appropriate tow truck or repair shop receipt
4. Scheduled road test for a driver’s license with appropriate written documentation
5. Employment (which cannot be conducted outside of school hours) with appropriate written documentation from employer (note: hours must conflict with school hours)
6. Death of an immediate family member with appropriate written documentation
7. Personal illness with appropriate written documentation
8. Court appointment with appropriate written documentation
9. Other appointments which cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) with appropriate written documentation
10. Other absences as deemed appropriate by the Principal.

Any prolonged absence due to illness or other documented reason will also be excused. Excused absences with documentation, such as a doctor’s note or verification from the court, may still count against a student’s average attendance percentage.

**UNEXCUSED ABSENCES**

Unexcused absences include the following:

1. Any absence that is not excused
2. Any absence where a student fails to provide appropriate written documentation of the absence (Students should have written documentation for absences in-hand on the first day that they return to school).
3. Attending school for less than 1 hours. Any exceptions to this require administrative approval.
4. Any other unexcused absence defined by the school Principal.

**Any student whose unexcused absences reach 11 consecutive days may be automatically withdrawn from school per Enterprise High School** **Policy. Students may be permitted to re-enter the school after attending a scheduled meeting with a school administrator.**

***D. Truancy Policy***

Enterprise High School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant.

***E. Tardy Policy***

* 1. Students will be counted tardy if they are at Enterprise High School less than the required 5 hours per day.
  2. Students who are tardy more than three (3) times within two weeks warrant a conference with administration. The third of these tardies may be changed to an Unexcused Absence by the Principal.
  3. AM students who are late four or more times in a semester will be considered for immediate change to PM shift. They may return to AM Shift after a month with no tardies. PM tardy students will lose break privileges for the day.
  4. The administration will handle all special circumstances on a case-by-case basis.

***F. Suspension & Expulsion Procedures***

Rules of suspension and expulsion follow due process requirements as mandated by the District in which the school operates.

**Suspension**

1. The Principal may suspend any student at Enterprise High School for violation of the Code of Student Conduct.
2. No suspension shall exceed three or (5) five school days.\*
3. The Principal must give written notice of the intention to suspend and the reason for the suspension to the student.
4. The student shall be given the right to appear at an informal hearing before the Principal and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing should take place within three (3) days, if practical, immediately following the infraction.
5. Before returning to school following a suspension, the student and/or the parent/guardian (required for students under 18 or living at home) must have a conference with the Principal or designee prior to returning to class in order to discuss expected behavior.
6. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18 or living at home. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Principal or Board of Directors.
7. A parent/guardian or the student, if over 18, has the right to appeal the suspension, which must be submitted, in writing, to the Principal within fourteen (14) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to Enterprise High School’s appeal hearing designee.

*\*Rule 6A-6.03312, Florida Administrative Code, Discipline Procedures for Students with Disabilities states that students may not be removed from the school for more than 10 consecutive school days for any violation of school rules, unless his behavior is a manifestation of his disability. This applies to students who have an IEP or a 504 plan.*

**Expulsion**

1. The Principal of Enterprise High School may recommend expulsion to the school district.
2. Expulsion is the removal of a student from school for the remainder of the year plus one additional year.
3. The Principal shall provide the student and the parent/guardian written notice of the recommendation for expulsion. The written notice shall include reasons for the intended expulsion.
4. The Principal will abide by all of the school district policies regarding expulsion.
5. All expulsion proceedings will be handled by the school district.
6. The time frame for expulsion will be determined by the school district.

***G. Student Search and Seizure***

**School personnel may search** students reasonably suspected of being in possession of contraband or other prohibited items while on board-owned property or wherever students are under the official supervision of board employees, such as on field trips, during extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other means of conveyance.

**School personnel may conduct** a search of a student, a student’s possessions, a student’s locker, student’s vehicle or any other storage area on school property without a warrant when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed on a student’s person or in a storage area.

**School personnel are encouraged** to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances, or stolen property, but may proceed with a search without a student’s consent upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

**School personnel have the authority** to search a student’s backpack, purse, wallet or vehicle upon reasonable suspicion, if the student refuses to reveal the contents inside.

For more information, please refer to the Board of Director’s Student Search and Seizure policy.

***H. Emergency Removal/ Baker Act***

The school Principal may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds if the student’s presence poses a threat and/or danger to any person or property, or if the student’s presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing. School will make every attempt to contact parent/guardian before student is transported.

Any student so removed will be given written notice and provided with a hearing within three (3) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the procedures outlined in the Expulsion section of this Handbook will be followed.

***I. Withdrawal Policies and Procedures***

**Per Enterprise High School policy, students may be withdrawn if they are absent for 11 consecutive days and have not provided the school with documentation of approved excused absences.** A student will be sent a warning letter if the student is unexcused absent for 25 consecutive hours (5 school days). If a student reaches 11 consecutive days, they may be withdrawn. Final withdrawal letters will be sent to the parents or student (if 18 or older) and the appropriate truancy procedures will begin as well as being reported to the Department of Motor Vehicles to suspend the student’s driver’s license when deemed appropriate. If family or student is receiving financial support from government sources the appropriate agency will be notified upon withdrawal.

Mandatory Withdrawals – Students Age 21/22

When a student reaches the age of 21 for regular education students or 22 for special education students, they will be withdrawn from Enterprise High School at the end of the school year. The appropriate withdrawal letters will be sent to the student at the time of withdrawal.

Voluntary Withdrawals

If a parent wishes to withdraw their student or an adult student wishes to withdraw from Enterprise High School, they must complete and sign a Withdrawal form.

Curricula Cut-Off

All curricula *in progress* at the time of withdrawal will be deleted from the system. Should a student choose to re-enroll, he/she will begin those classes again. The administration will handle all special circumstances on a case-by-case basis.

***J. Parent & Student Surveys***

By contract, parents and students are asked to complete a Parent & Student Satisfaction Survey as well as any other school surveys deemed appropriate by the school’s Director.

***K. Cell Phone Policy (Effective July 1, 2023)***

HB 379 provides that students are prohibited from using cell phones and other wireless devices during “instructional time.” Cell phones could not be used during lessons unless “expressly directed by a teacher solely for educational purposes.” Teachers are also directed to designate areas for the devices during class, in which students are directed to surrender them upon entry into the classroom.

Students who fail to adhere to this new cell phone policy will be asked first to surrender the phone or wireless device. Further failure to comply will result in disciplinary action against the student deemed appropriate by administration. Parents of students under the age of 18 will receive a phone call.

***EHS Cell Phone Policy UPDATE (Effective July 1, 2024)***

High school students can leave their phones on silent but may only use them before and after school, during lunch, and when transitioning between classes. Phones cannot be used in ways that violate academic integrity, in restrooms, locker rooms, or swimming areas. Photos or video recordings cannot be taken while at school without prior consent.

All rules for cell phones also apply to smartwatches. They must be turned to silent mode during the day and removed during district and state assessments.

Students who fail to adhere to this policy, after being redirected a reasonable amount of time, will be directed to the school’s administration. Discretion is left up to the school’s administration regarding further action.

**Academics**

***A. The Curriculum***

The curriculum is a combination of academics, life skills preparation and workplace instruction and experience. Each student works on an individualized computer program, participates in small group sessions and completes independent work in order to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the Internet for their academic lessons and vocational exploration. One-on-one tutoring is also available if needed.

Students receive an individual academic and career plan based upon their academic needs and vocational/employment plans. The Vocational Specialist works with each student to assist with job placement, vocational opportunities, and career advancement.

***B. Academic Sessions***

Students are to attend one, five (5) hour academic session per day, Monday – Friday. There are two sessions; one in the morning and one in the afternoon. A change of selected session times must go through administration to verify there is availability in the requested session.

|  |  |
| --- | --- |
| Session 1 | 7:00 a.m.-12:00 p.m. |
| Session 2 | 12:00 a.m. - 5:00 p.m. |

Working students will earn credits towards graduation. Every 74 hours that are reported to and verified by the Vocational Specialist will earn the student one-half (.5) credit. These credits can be earned from employment only. Students may earn a lifetime maximum of four (4) credits that are counted towards the elective credits needed for graduation.

***C. Grading***

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. Students must receive 70% or better to receive credit for a class. Students may exempt their final exams if they have maintained an 80% attendance rate or higher.

***D. Progress Reports***

Enterprise High School uses a Complete/Incomplete grading system. Progress Reports are issued to each student four (4) times per school year.

Grading periods will end on or about:

* Period 1: October 18, 2024
* Period 2:  December 20, 2024
* Period 3: March 14, 2025
  + Period 4: May 23, 2025

Or as otherwise set forth in the Enterprise High School Calendar provided to each student.

***E. Grade Levels***

Unlike traditional high schools, classrooms at Enterprise High School are not split by grade level. However, since we are part of the state education system, the student is assigned to a grade level. Students will be promoted each year based on the Pinellas County School Board guidelines as follows:

Grade 9 to Grade 10 = First year in high school

Grade 10 to Grade 11 = Second year in high school

Grade 11 to Grade 12 = Earn 17 required graduation credits and complete 3 years of high school. Of these 17 credits, three (3) must be in English, three (3) in Math, two (2) in Science, and two (2) in Social Studies.

***F. Conferences***

Conferences are strongly encouraged throughout the year. Parents/legal guardians may be contacted to meet with instructors and the student at least once a grading period. The school encourages parents to request a conference at any time.

***G. Transferring Credits***

Student credits from former high schools do transfer to Enterprise High School.

**Note:** An official transcript has a raised seal. Enterprise High School MUST have an official transcript in order for the credits to appropriately transfer to this district if coming from another county or state.

***H. Graduation Requirements***

Students may work toward earning either a Standard Diploma or Certificate of Completion.

**Requirements for a Standard Diploma - 24 credits (in the areas specified below), a cumulative GPA of 2.0 on a 4.0 scale, and pass the FSA READING and/or MATH/Algebra EOC. Must complete HOPE Course and pass one Virtual Course.**

|  |  |  |
| --- | --- | --- |
| Course Category | Credits Needed | Requirements |
| English/Language Arts | 4 credits | Must pass ELA FSA 10th Grade or concordant. |
| Math | 4 credits | 1 credit in Algebra 1 plus 1 credit of Geometry. Must take and pass Alg EOC or concordant. Must take Geom EOC. |
| Social Studies | 3 credits | 1 credit World History  1 credit American History  .5 credit American Government .5 credit Economics with Financial Literacy.  Must take American History EOC |
| Science | 3 credits | Two courses with labs are required. Including 1 credit of Biology. Must take Bio EOC. |
| Fine Arts/Practical Arts | 1 credit |  |
| HOPE | 1 credit |  |
| Electives | 8 credits |  |

**Requirements for a Standard Diploma - 18 credits (in the areas specified below), a cumulative GPA of 2.0 on a 4.0 scale, and pass the FSA READING and/or MATH/Algebra EOC.**

|  |  |  |
| --- | --- | --- |
| Course Category | Credits Needed | Requirements |
| English/Language Arts | 4 credits | Must pass ELA FSA 10th Grade or concordant. |
| Math | 4 credits | 1 credit in Algebra 1 or higher and 1 credit of Geometry Must take and pass Alg EOC or concordant. Must take Geom EOC. |
| Social Studies | 3 credits | 1 credit World History  1 credit American History  .5 credit American Government .5 credit Economics  Must take American History EOC |
| Science | 3 credits | Two courses with labs are required. Biology and EOC must be one of those courses. |
| Fine Arts/Practical Arts | 1 credit |  |
| Electives | 3 credits |  |

**Requirements for Certificate of Completion:**

Same as standard diploma, but not achieving a passing score on one or both of the FSA or EOC required tests. A Certificate of Completion can be converted to a standard diploma at a later date once the state test is passed or a concordant score is earned.

**Other requirements for graduation include**:

* Completion of one-half (.5) credit of a Workplace Essentials course or completion of Career Pathways plan.
* Reporting 148 validated work hour for credit or 120 volunteer or work hours for graduation only.

Exceptions to the graduation requirements are only permitted after the School Administration performs an in-depth review of the student’s individual circumstances, and approval is obtained from the Graduation Committee, Director, Principal, and the School District liaison.

**Students enrolled at Enterprise High School for any duration during their eighth (8th) high school semester cannot return to district schools to graduate or attend graduation ceremonies. If the student wants to graduate from their home zoned school, he or she MUST withdraw from Enterprise High School and enroll at the home zoned school for an entire semester prior to graduation date. There are no exceptions or special circumstances to circumvent this process established with Pinellas County School Board.**

**School Facilities**

***A. Hours of Operation and School Address***

Enterprise High School hours of operation are **7:00 a.m. to 5:00 p.m. Monday – Friday**. The front office closes at 4:00 pm. Any phone calls after 4:00 can go directly to Principal, Dr. Steven G. Humphries at 727-474-1234 ext. 4206. If you need to contact the school after hours, voicemail is available. The address is 2495 Enterprise Rd. Clearwater, Florida 33763, and the phone number is 727-474-1237.

***B. Smoking/Vaping and Eating***

Enterprise High School is a smoke-free campus. Smoking or vaping will not be allowed on school campus at any time. Smoking or Vaping in school may lead to discipline consequences.

Vending machines are available for student use during assigned break times. Enterprise High School also participates in the Free Lunch Program.  ***All students are eligible for free breakfast and lunch at our school for the 2024-25 school year.***

***C. Parking***

If you drive, you may park only in the area designated for students.

***D. Transportation***

The school does not provide transportation. However, the school is easily accessible to various city public bus services. The school provides city bus passes to students who live two (2) or more miles from the school. In order to participate in the bus pass program, a student must be at school for a minimum of five (5) hours unless otherwise approved by the administration. Only one bus pass will be given per school day. In addition, if the student was previously issued a bus pass, s/he must return the used bus pass to get a new one for that day. This program is federally funded, and there are very specific rules that must be followed for Enterprise High School to be able to provide this service.

***E. Visitors***

Enterprise High School is a closed campus school. If an emergency arises the student will sign out and, if need be, the party picking up the student will also sign the student out with information as required by the school. All students must and will be accounted for while on campus.

Parents, graduates, and other visitors are always welcome with advanced notice and approval of Enterprise High School administration. Exceptions to the advance notice and approval are made in the event of an emergency.

All visitors are required to report to the school office prior to their visit and may be escorted while in the building. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor’s pass while in the building. Visitors will need to have a valid picture ID or Driver’s License upon signing in, and this information may be put into the national sexual predator database system for the safety and security of our students in accordance with the Jessica Lunsford Act.

Visitors must prearrange any meetings or visits with teachers or administration prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time.

When parents are visiting, they are asked not to attempt a parent-teacher conference while students are in the classroom.

***F. Emergency Phone Calls***

Students may give the school’s phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible.

***G. School Closure Policy***

Enterprise High School will always follow Pinellas County School Board’s decision to close schools due to weather or unforeseen emergencies. If an emergency occurs solely at Enterprise High School warranting closure, this will be communicated immediately on the Enterprise HS Facebook page. A newsletter will also be sent as soon as possible. We can also send a reverse message through School Messenger.

**Safety**

Upon request from any staff member or any law enforcement officer, students must properly identify him or herself to person requesting information. All students must participate in all drills including fire drill, tornado drill, lock out and active assailant drills. Failure to do so may lead to disciplinary action.

***A. Fire Alarm***

When the fire bell rings, exit the building through the nearest exit in an orderly fashion according to instructions given by the attending adults. Instructions are also posted in each classroom.

***B. Reporting Injuries***

If a student is injured at Enterprise High School, he/she must immediately report the injury to a teacher or administration. The main office will complete a copy of the injury report.

***C. Harassment/ Bullying***

Any form of Harassment, Intimidation, Hazing or Bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events is forbidden. Students who are determined to have engaged in such behavior are subject to disciplinary action in accordance with the Board of Director’s Safe School Policy, which may include counseling, suspension or expulsion from school. The school’s commitment to addressing Harassing, Intimidating, Hazing and Bullying behavior, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty or school personnel. Information about the Florida Statute, Bullying and Harassment and the Hope Scholarship.

Section 1002.40(6), Florida Statutes ([Click Here](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1002/Sections/1002.40.html)), requires that schools do the following when an

incident of bullying is reported:

* Provide a copy of the incident report to the parent of the student and investigate the incident to determine whether it must be reported to the District and Department of Education.
* Provide both the parent of the alleged offender and the Director with a copy of the report within 24 hours of the incident being reported.
* Upon the conclusion of the investigation, or within 15 days after the incident was reported, whichever occurs first, the school must notify the parent of the program and offer the parent an opportunity to enroll his or her student in another public school that has capacity or to request and receive a scholarship to attend an eligible private school, subject to available funding.
* Rule 6A-6.0951, Florida Administrative Code provides another obligation for schools with regard to “**how**” a parent is to be noticed of the Hope Scholarship Program.  Specifically, subsection (3) of the Rule states that a school district “*must timely notify a parent of the Hope Scholarship program and provide the parent a completed Hope Scholarship Notification Form (Form IEPC-HS1*
* It is important to understand that neither the statute nor the rule require that an incident be substantiated in order to trigger the school’s obligation to notify parents of the Hope Scholarship Program.  In other words, notice **MUST** be provided to the parent of the student regardless of the outcome of any investigation.  To ensure compliance with the law, schools should be immediately notifying the parent of the existence of the program as soon as an incident is reported.

If a student believes that he/she is a victim of harassment, he/she should contact the Director or Principal immediately for further explanation and direction.

***D. Drug-Free School***

In accordance with Federal Law, Enterprise High School prohibits the use, possession, concealment, or distribution of drugs by a student on school grounds or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by State statute, or any substance that could be considered a “look alike.” Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Enterprise High School.

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18.

The complaint process in effect ensures that all matters will be investigated and resolved in accordance with the steps outlined in the Board of Director’s Complaint Policy and Procedure.

***E. Weapon-Free School***

Enterprise High School is a Weapon-Free School. No student at any time, for any reason, shall knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of Enterprise High School or at any Enterprise High School sponsored activity held away from school property. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Enterprise High School.

The complaint process in effect ensures that all matters will be investigated and resolved in accordance with the steps outlined in the Board of Director’s Complaint Policy and Procedure.

***F. Gang Activity***

Students are prohibited from engaging in gang activities while at Enterprise High School, on school property, to or from school, or at a school related function or event.

***G. Lost and Found***

Any personal items that have been left at Enterprise High School will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. Enterprise High School is not responsible for lost money, jewelry, cellphones, earphones or other personal items.

***H. Backpacks, Desks, and Other Personal Storage Areas***

Desks and other storage areas provided to students for their use remain the property of Enterprise High School. Students by State Statute have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area. Unapproved locks will be removed and destroyed.

Backpacks, desks, and other personal storage areas may be searched at any time for any reason. The Principal may at any time, with reasonable suspicion, call upon the assistance of the local police authorities or school’s security guards to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

***I. Medication Administration***

Medication can be administered through the front office staff, if the appropriate Pinellas County School forms are completed by physician and parent. Medication needs to be brought to school in the original prescription bottle. Students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. In addition, students may carry and use an epinephrine auto injector to treat anaphylaxis (an intense allergic reaction). Written approval must be obtained from the student’s physician, with all Enterprise High School’s required information listed as detailed in the Medication Administration Policy. If a student is a minor, a parent’s approval must also be obtained.

***J. Mental Health Needs of Students***

Recognizing that students may need additional support in the form of mental health services, Enterprise HS will ensure referrals for services will be done through the Response to Intervention Team (RTI). Such referrals are not punitive or as a form of disciplinary action; however, these referrals may be made in conjunction with a disciplinary incident. Any student viewed to be in crisis and needing to talk to a member of the Leadership Team or school psychologist will receive a referral to the RTI team for follow up purposes. If a student is receiving mental health services from the community, the school will request a Release of Information to be signed so communication can take place for educational planning purposes. Any student that is Baker Acted will be referred to the RTI Team for follow-up support.

**Confidentiality of Records**

At Enterprise High School, we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the school except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

**Student Directory Information**

It is the policy of Enterprise High School not to release any personal information such as names, home address, and phone numbers or any directory information, as that term is defined by Florida and Federal law, to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc. Unless a parent/guardian or adult student permits the distribution of any personal information, the School will not release the information.

Directory Information consists of:

* Student’s Name
* Student’s Address
* Student’s Telephone Number
* Student’s Date of Birth
* Dates of Attendance
* Date of Graduation
* Scholarships Received
* Awards and Honors Received
* Participation in Officially Recognized Activities and Sports

**Audio-Visual Information**

Enterprise High School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and /or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include Enterprise High School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes at our school is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school if you have any questions or concerns. You may also notify the school in writing if you prefer that we do not use your student’s name, picture and/or work product for presentations or other uses.

**Release of Student Records**

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and/or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the Director to allow her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of Director or a designee. Enterprise High School must comply with the parent’s request for inspection within forty-five (45) days.

Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director’s Student Records Policy.

Parents have the right to file a complaint with the Department of Education if they think the District is not complying with the federal laws or regulations regarding student records.

**Non-Custodial Parent Records Access and Release**

Enterprise High School will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

* Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
* Health records;
* Psychological records;
* Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the stepchild’s records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the stepparent.

Enterprise High School, Parent, and Non-Custodial parent must act in accordance with the Board of Director’s Student Records Policy when addressing student records issues.

**Child Find**

Enterprise High School is participating in an effort to assist the State of Florida in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Florida are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we must know that a need is present.

Enterprise High School is interested in meeting the needs of children with disabilities. If you know a child who may have disabilities, contact the school for more information.

**Parent’s Right to Know Teacher Qualifications**

Parents have the right to request the following regarding their child’s teacher(s):

Licensure and certification information

Emergency or provisional status

Educational background

Qualifications of Instructional Aides (if applicable)

**Parent Involvement Policy**

Enterprise High School is intended to foster and enhance parent involvement in the school. The goal of Enterprise High School is to involve parents in their children’s learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, notes sent/mailed home, parent newsletters, parent/teacher conferences, and informal personal/telephone conferences.
2. Open Door Policy. Parents are invited to come to the school to gain updates and information in regards to their child. A teacher may not be available, but someone in the school can update parent with no notice.
3. Volunteer Program. All parents are invited to volunteer in the school on any given day of the week with prior notification and the proper background check by Pinellas County Schools.
4. Curriculum. We provide a high quality curriculum to enable our students to meet high standards and prepare for the state graduation exams. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

**Complaint Policy**

A student or parent may file a written complaint that should be submitted to a teacher or the school administration. If the teacher and/or school administration cannot resolve the matter informally, the steps in resolving the complaint should adhere to the Governing Board’s Complaint Policy and Procedures.

Initially, complaints should be addressed formally or informally with the teacher in a civil/respectful manner in order to be considered by school personnel. To file a complaint with the Director, the complaint must be in writing on a form developed by the Director with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, Sponsor, or Florida Department of Education shall be handled in accordance with the Board’s Complaint Policy and Procedure.

Upon resolution of the Complaint, the Director will issue a letter to the Complainant of:

* **Compliance** – Findings were unsubstantiated and school has complied; or
* **Non-Compliance** – Noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the school will respond to Complainant with a corrective action(s) plan letter within 10-15 business days.

All documentation of the Complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

The Board can be contacted as follows:

|  |  |  |
| --- | --- | --- |
| Name & Office | Phone | Email |
| Ray Merritt, President | 727-420-2286 | golfray58@aol.com |
| Jacob Montalvo, Vice-President, Acting Treasurer | 727-922-4000 | Jacob.montalvo@yahoo.com |
| Marie Brainard, Member | 727-474-1237 | Beachflipflops123@gmail.com |
| Mark Welsh, Secretary | 727-474-1237 | mwelshblessed@yahoo.com |
| Andrea Evans-Dixon, Member | 813-444-7753 | andrea@successfuldiva.com |

**Disputes between School and Sponsor**

If at any time, Enterprise High School Board and Pinellas County School Board disagree over an issue outlined in the contract, the dispute will be discussed first with the Charter School Director with Pinellas County Schools and the Board President of Pinellas Education Organization, d/b/a Enterprise High School. If a resolution cannot be decided between these two entities, attorneys representing both sides will then review the contract together for a resolution.

**Internet Safety**

The use of technology is a privilege and an important part of Enterprise High School’s overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

The Internet Safety Policy provides full guidance of the rights, permissions and restrictions of school Internet use.

It is the policy of Enterprise High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

**Access to Inappropriate Material**

To the extent practicable, technology protection measures (or “Internet filters”) are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied- to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona-fide research or other lawful purposes. Disabling technology protection shall only be performed by a staff member of Enterprise High School or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School intends to eliminate includes:

* Unauthorized access, including so-called ‘hacking’, and other unlawful activities; and
* Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Parent/Student Contract Page at the end of this Handbook, the parent and student agree to abide by all rules in the Internet Safety policy.

As noted on Enterprise High School's enrollment application, the student and parent/guardian acknowledged and agreed to abide by all policies and procedures as stated in Enterprise High School Parent/Student Handbook.

**Emergency Evacuation**

If we are required to evacuate the building, we will relocate to the Woodgate Park shelter, located at 2495 Countryside Blvd, Clearwater, FL 33763. Parents will be notified by School Messenger “all call” in the event relocation is necessary.

**Emergency Relocation for Active Threat**

All Pinellas County Schools, including Enterprise High School are required to relocate to the nearest Saint Petersburg College campus in the event of an active threat event. In the event that this happens, local law enforcement agencies will takeover communication. Our nearest SPC campus is located at 2465 Drew Street, Clearwater, FL 33765.



**Enterprise High School**

Parent/Student Contract

2024-25 School Year

Student’s Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If student is under 18 years of age)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support the school’s rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

Although this Parent/Student Handbook reflects the current policies of Enterprise High School, it may be necessary to make changes from time to time to best serve the needs of the school and its students.

By signing below, parent and student understands the student will be graduating from Enterprise High School with a diploma from Enterprise High School.

Agreed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_

Student’s Signature Date

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Parent/Guardian’s Signature (if student is under 18 years of age) Date

This agreement will be placed into the student’s file.

**\*\*\*Not returning this signed agreement may be cause for student dismissal. \*\*\***