



STUDENT HANDBOOK
2011-2012



**INDIAN RIVER
CHARTER
HIGH SCHOOL**

STUDENT HANDBOOK

2010-2011

**Cynthia A. Trevino – Director
Vince Power – Assistant Director
Dr. Ray Adams – Assistant Director Artistic Development
Linda Colontrelle- Dean of Students**

**6055 College Lane
Vero Beach, FL 32966
Phone: 772-567-6600
Fax: 772-567-6338
www.irchs.org**

7 POINT STUDENT CONTRACT

All students will agree to the following behavioral norms before enrollment in Indian River Charter High School. The students will also acknowledge that certain specific conduct will result in an immediate recommendation of dismissal.

1. I will attend the agreed upon number of hours each week. I will not misrepresent my hours at any time.
2. I will respect all other persons in the school, visitors, and all school and personal property. Examples of disrespectful behavior include engaging in malicious gossip (whether person to person, over the internet or using a cell phone), cyber bullying, sexting, using offensive language, violent or disruptive actions, illegal use of or tampering with computers, lying, cheating, and theft.
3. I will complete all areas of the curriculum to the best of my abilities; I understand that I must redo any work which is not deemed to be of the highest quality.
4. I will preserve a safe and healthy environment, including, but not limited to, honoring an alcohol, tobacco, drug and weapon free environment. I will abide by the Indian River Charter High School Drug Testing Policy.
5. I will complete my volunteer, cultural event and government meeting hours.
6. I will dress appropriately at all times.
7. I will always strive to act with integrity and be honest in all of my dealings with others.

Mission Statement

The mission of Indian River Charter High School is to give its students the opportunity to develop a new set of competencies and foundational skills that will help them to enjoy a productive, full, and satisfying life. This school will be a high performance organization.

The Shared Beliefs of Indian River Charter High School

- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Students learn in different ways and should be provided with a variety of instructional approaches and a staff that provides continual encouragement to support their development.
- Students learn best when they are actively engaged in the learning process.
- Schools need to challenge students to build honorable and ethical lives.
- Students need to research vocational options and begin a process of actively planning their future.
- A safe and physically comfortable environment promotes student learning.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

School Hours

Monday – Thursday 7:00am-6:00pm

Friday 7:00am-5:00pm

SCHOOL COLORS GREEN AND IVORY

SCHOOL MASCOT THE WOLF

ANNOUNCEMENTS

All school announcements will be conveyed to the students by their HomeBase teacher and/or will be posted on the school website.

ATHLETIC ELIGIBILITY

Any student who would like to participate in a sport sanctioned by the *Florida High School Athletics Association* may participate at the school for which he or she would be normally zoned. The student must meet the eligibility requirements for his/her particular school. For eligibility information, call the Athletic Director at Vero Beach High School or Sebastian River High School.

ATTENDANCE

Class attendance at IRCHS is extremely important. All students must complete their minimum 28 contracted hours per week. We feel strongly that a student will find the highest level of success by arriving on time and attending every scheduled class. Please take caution to not schedule vacations, cruises, trips, etc. during a school day, as this *will* negatively affect a student's attendance. Failure to report to scheduled classes may result in dismissal. (Medical notes and school activities will not affect attendance). The Administration reserves the right to exercise judgment regarding the Attendance Policy based on individual student needs and situations.

**For more details please refer to the IRCHS Attendance Policy.*

BOARD OF DIRECTORS MEETINGS

The meetings of the Board of Directors are open to the public and take place the second Thursday of the month at 3:00 pm in a suitable room on the IRCHS campus.

CHORES

Homebase chores are a requirement of the student contract. HomeBase teachers assign weekly chores to their HomeBase students (i.e. sweeping, taking out trash, mopping, etc.). Refusal to perform weekly chores will affect the student's HomeBase grade. Continued missed chores may result in dismissal.

COMPUTERS

Computers are available in multiple locations throughout the campus. Students should use these resources to prepare for classes. All computers are currently running Microsoft 7 and Office 10. Other course specific software is also available including test preparation programs, Adobe Creative Suite and Owner Builder design software.

- MISUSE OF COMPUTERS will result in revocation of computer use privileges and possibly criminal charges.
- NO GAMES may be loaded on to school-owned stations. **It is PROHIBITED for any student to LOAD A PROGRAM** (including instant messaging software) **or CHANGE THE CONFIGURATIONS of any school computer.**
- DUE CARE should be taken in the use of a computer. Drinks and food should never be placed around a computer. NO STUDENT should attempt to fix a computer.

CULTURAL EVENTS

A cultural event is defined as an administratively approved event relating to the fine arts or an administratively approved study or experience of a different ethnic culture other than one's own. Every student must attend one each semester.

DISCIPLINE

Any misbehavior that significantly violates the student contract in respect to the physical or emotional safety of any person on campus will result in immediate dismissal. Any other violation of the student contract may result in dismissal. For more details please refer to the Indian River Charter High School Student Contract Policy.

A demerit system is used for other infractions. If any student disrespects: the body of another, the feelings of another, the property of another, or the policy of the school, the violator could be given demerits by any member of the staff. Staff

members may assign 1 – 5 demerits for any infraction based on the severity. The accumulation of 20 demerits during the entire school year (2 semesters) will result in dismissal from the school. Any student starting in the spring semester will be given a 10 demerit limit.

DISMISSAL

A student that is dismissed as a result of violating the student contract or one of the other infractions within this document has the right to appeal the dismissal with the Appeals Committee of the Indian River Charter High School Board of Directors. If a student wishes to file an appeal, be advised that the appeal must be in writing, must be written by the student and must be given to the School Director within 3 days of when verbal notification of dismissal was given, excluding weekends or holidays. Additionally, the appeal must specifically address whether the student is appealing the School Director's factual determinations or punishment, or both.

A student that has been dismissed is no longer eligible for dual enrollment classes through IRCHS. Any requests for grades or transcripts will be honored only after the return of all IRCHS textbooks and/or property. The dismissed student is no longer allowed on campus at any time. If the student is found on campus, he/she will be considered a trespasser and the authorities may be notified.

A dismissed student may re-apply to IRCHS at any time. However, the school recommends re-application after the completion of at least one whole semester away from IRCHS. This application is subject to review by a Peer Review Committee and administration. Peer Review Committees are formed semi-annually: Prior to winter break in December, as well as during the summer in June and July.

Appeals Committee

The Appeals Committee is made up of a sub-set of the Board of Directors that may be convened to review an administrative decision of student dismissal.

Peer Review Committee

The Peer Review Committee is a group of students that convenes to review the re-application of a dismissed student or a student that may have withdrawn prior to dismissal.

DRESS CODE

Students should dress responsibly and appropriately. This means that a student may not dress in a manner that is deemed to be distracting, provocative, offensive or threatening to other students or staff. **All tops must have sleeves and all shorts and skirts must touch the knee.** Offending students will be issued demerits and supplied appropriate clothing or students' may be required to arrange for clothes to be dropped off or go home and change. During this time they will be charged with an unexcused absence if they are missing class until they are properly dressed. Examples of inappropriate clothing include:

- Halter tops and backless outfits
- Spaghetti straps and tank tops
- Tight short shorts and skirts
- Tops which reveal cleavage
- Outfits that reveal midriffs when standing or walking naturally
- Costumes or outfits designed to humor
- Military uniforms, both casual and formal (Excluding ROTC Uniforms)
- Clothing advertising alcohol, tobacco or drug use
- Pajamas and/or slippers
- Pants with holes above the knees
- Sheer or see-through tops
- Shirts that reveal the shoulder

DRIVING RESTRICTIONS

Students found to be driving recklessly will lose their parking privileges at the school. Students that are 18 or older are not allowed to transport students on or off campus. Failure to comply with this rule will result in dismissal.

DRIVERS LICENSE

According to state statute, any student under 18 who misses 15 days of school in any 90 calendar day period will have their license suspended. To earn a license back, the student must attend school for 30 straight school days without an absence. If a student receives a letter to this effect, they should bring a copy to the Assistant Director for any challenges to the attendance record.

DRUG TESTING

To enroll in Indian River Charter High School all students must first pass a drug test. All students sign a contract submitting them to random drug testing during the academic year. For more details please refer to the Drug Testing Policy.

DUAL ENROLLMENT

The foremost reason for our school location is to facilitate the opportunity for a wide range of dual enrollment classes. All classes will be registered through the Guidance Department. College teachers hold students to a high standard. Students should not enroll in a class for which they are not committed to doing their very best. Additionally, students may not withdraw from a class after Drop/Add Week. To be eligible, students must have an un-weighted 3.0 GPA and pass the College Placement Test (CPT) with at least: 83- Sentence Skills, 83- Reading and 72- Math.

DUAL ENROLLMENT BOOKS

Textbooks are very expensive (usually \$50-\$100 per book)! The school will purchase books for dual enrollment classes. After registering for a class, students should take the 8" x 10" gold card and 8" x 5 ½" registration slip to the Library. If IRCHS has the book in stock, it will be assigned; otherwise, the school will order the book. *****Students should not pick up a book on their own. The school will not pay for it.***

At the end of the semester, students must return the book(s) or they will be charged for the cost. Students may not write or mark in a book. If one does he/she will be fined or possibly have to buy the book. Books must be returned at the end of the semester. Students will be charged for books not returned.

FIELD TRIPS

A field trip is defined as an academic experience outside the regular campus. All trips must be approved by the administration. All school rules and related enforcement policies apply to students on field trips, no matter the location, and must be obeyed at all times. Students should be on their best behavior. Every student's actions affect the reputation of this school. Students should remember that their diploma is only as good as our reputation.

FINANCIAL OBLIGATIONS

Students are responsible for all financial obligations owed to the school, i.e., lost or damaged textbooks, library fines, fees, etc. Failure to pay for such items will result in loss of certain privileges as determined by the administration. Students who lose or misplace state owned textbooks must pay for them before replacements will be issued.

FIRE DRILLS

Instructions identifying the route of evacuation for the school are posted in each room next to one of the exits. These instructions must be followed exactly. Students should leave the building in single file by the nearest exit and remain quiet while awaiting the “all clear” signal. When the school has been evacuated, students will return to class when directed by the administrator in charge. False alarms involving a threat of fire or bomb will result in felony charges, dismissal and expulsion.

FOOD

Students may bring their own lunch or leave campus to get food. Furthermore, Café 1901 is available on campus serving made to order sandwiches and traditional school lunches. Also, vending machines with snacks, meals, and drinks are located on campus. Free and reduced lunch is available to those who qualify.

FUND RAISING

All fund raising for Indian River Charter High School must be authorized through the administration.

GRADING SCALE

A= 100-90

B = 89-80

C= 79-70

D= 69-60

F= 59 and Below

Please see individual student syllabi for further information. For Dual Enrollment classes refer to the instructor’s syllabus. Grades in Dual Enrollment classes are solely at the discretion of the instructor. **Generally, there is no provision to makeup or redo an assignment in college classes.**

GRADUATION REQUIREMENTS

A student will graduate from IRCHS when all of the following graduation requirements are met:

- ✓ Cultural Event- 1 for every semester enrolled
- ✓ Government Meetings- 1 for every semester enrolled
- ✓ Volunteer Hours- 10 per semester at IRCHS
- ✓ Exit Exam- You must pass one of the following in order to walk at graduation:
 - CPT- 70 Reading, 72 Sentence Skills, 54 Math (*Graduation Requirements only*)
 - ACT- 18
 - SAT- 440 Verbal, 440 Math and 440 Writing
- ✓ Senior Portfolio (*Due by the end of January*)
- ✓ Passing grade in Senior Seminar
- ✓ 2.0 GPA and minimum of 24 credits
- ✓ Passing grade in Career Class, Character, and Owner Builder (*Minimum A or B*)
- ✓ Pass all sections of the FCAT (Including applicable EOC)
- ✓ Completion of Job Shadowing Requirements

GRIEVANCE

Complaints and grievances should be handled and resolved as close to their time of occurrence as possible. The proper administrative channels for solution before investigation or action by the Board of Directors should be used. The proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Academic Teacher
2. Homebase Teacher
3. Director or Assistant Director
4. Board of Directors

HEALTH

Any student enrolling in a school of the Indian River County School District for the first time shall be required to present certification of immunization from those communicable diseases for which immunization is required by the Division of Health including, poliomyelitis, diphtheria, rubella, pertussis, mumps, and tetanus. They must also present a certificate of physical examination dated no more than twelve months prior to enrollment.

***Report any school-related injury to an administrator before making arrangements to leave campus.*

HOMEBASE

All Homebase students meet together once a week. Students must meet individually with their HomeBase teacher at regular intervals set by their respective Homebase teacher. Each week Homebase students are required to complete their chores and sign in/out daily. In addition, Homebase students must attend one cultural event a semester, attend one government meeting a semester, and complete 10 volunteer hours a semester. Failure to fulfill any one of the above requirements will jeopardize the student's eligibility to remain in IRCHS. If a student fails HomeBase once, he/she will be placed on HomeBase Probation. A second failure of HomeBase will result in dismissal from IRCHS.

INSURANCE

School insurance may be purchased at the beginning of the school year.

INTERNET USAGE

Use of the Internet in the Computer Labs is intended for career research, college searches and/or focus projects. "Surfing the net" and attending to email is forbidden.

INTIMATE BEHAVIOR

Students are expected to refrain from public displays of affection on school grounds. The practice of embracing and kissing or any other intimate act is considered in poor taste and disruptive for the educational environment.

LAB FEES

Certain academic and visual and performing arts classes may require a lab fee for materials. Failure to pay the associated lab fee may affect the student's grade.

LIBRARY PROCEDURES

All books and videos must be checked out through library personnel. **Students should not enter or leave the library through the western doors.** Magazines must be used in the library.

LITTER

The open campus allows students to purchase food off campus. This results in quite a lot of food packaging being brought back on campus. Please make every effort to throw away all trash in a proper trash receptacle.

LOITERING

Do not loiter near the Mueller Center. Presence near the Mueller Center classrooms is restricted to class time only. Violations will result in demerits.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Indian River Charter High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in 10th and 11th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative weighted GPA of 4.0 or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter

meetings held monthly during the school year, and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mrs. Kramer by email at lkramer@irchs.org

PARKING

Student parking will be permitted only in the Student Parking Lots on the north end of the main campus and to the south of the VAPA campus. **Any student wishing to park on campus must purchase an annual parking sticker before parking his/her car on campus.** Failure to display a parking sticker will result in the car being immobilized, and the car's owner receiving demerits. Continued parking violations will result in the student losing his/her parking privileges.

Physical Education

The P.E. program will require each student participating in H.O.P.E (Health Opportunities thru Physical Education) and all other physical elective classes, such as Team Sports, Volleyball, Aerobics, and Weight Training to wear a physical education uniform. This uniform will consist of a T-shirt and shorts (green and white) that can be purchased at Scott's Sporting Goods. This uniform costs approx. \$20 and can be used through all of a student's years at IRCHS. Students must have this uniform purchased by the first week of physical classes. All students must be wearing sneakers for all physical classes. Students who are not properly dressed for PE (uniform shirt, shorts and proper athletic shoes) will be sent to the front office. A zero will be earned in class participation, as well as an unexcused absence for that class period.

RESPECT

IRCHS maintains a safe, positive, and healthy environment for students and teachers. This is because we expect mutual respect throughout the campus. Any student found disrespecting a fellow student or teacher may be dismissed for violation of this contracted item.

***In all student-teacher interactions, students must follow all teacher directives immediately. Appeals may be discussed at a later time.*

STUDENT ID CARDS, HANDBOOKS AND PLANNERS

Student ID cards, handbooks and planners will be distributed during the first week of school. The ID cards should be carried at all times especially if you are off

campus between the hours of 8am to 3pm. Failure to carry the student ID could result in detainment by local law enforcement for truancy.

TARDY

Please make every effort to be on time to the classes for which you are scheduled. **Each tardy will be considered a quarter of an unexcused absence. Thus, four tardies in one class will result in one unexcused absence.** Be forewarned, many IRCHS instructors lock the door 15 minutes into class. At this point, students must then get a pass to class from the Dean of Students. They will then be admitted; however, they will have earned an unexcused absence for that class period.

TELEPHONES

Teacher phones are for their professional use only. Cellular phones are permitted on campus for student use; however, they must be turned off while the student is in class. If a teacher sees a student's cell phone in class, that student will immediately earn 5 demerits, the phone will be confiscated and brought to administration and will be held until the end of the day.

**If you must make a phone call for transportation purposes, students may use the phone in the front reception office.*

TESTING

Each year several standardized tests are given.

REQUIRED TESTS:

- **FCAT Writing Test**
Given to all sophomores to assess writing abilities.

- **FCAT (Florida Comprehensive Assessment Test)**
Administered to all freshman and sophomores in the spring and measures abilities in reading and mathematics.

- **FCAT Science**
Administered juniors in the spring and measures abilities in science.

- **Algebra End of Course Assessment**
Administered in May to all students currently enrolled in Algebra I, Algebra 1A or 1B

- **PLAN**
The PLAN will be administered in the fall semester to all 10th graders free of charge. It is a preliminary ACT which identifies areas where students need to focus for the ACT. It also assesses their academic strengths and weaknesses.

OPTIONAL TESTS:

- **CPT (College Placement Test)**
This test has three parts: sentence skills, reading comprehension, and math skills. With passage a student may enroll in academic classes at IRSC. There is a \$10 fee associated with this test.
- **PSAT**
The PSAT will be administered Wednesday, October 12th to 11th graders who register for it. The PSAT is a preliminary SAT which identifies areas where students need to focus for the SAT. This test is used to qualify for the National Merit Scholarships.
- **ASVAB (Armed Services Vocational Aptitude Battery)**
This test is given in the fall and spring as part of the Career Class. It is an assessment tool to assist students in determining their career path. It is also used by the armed services to determine areas of strength for potential enlistees. IRCHS does not release student scores to the Armed Services.
- **ACT and SAT**
Information on the ACT and SAT is available in Ms. Harrick's room or online. Tests are given at multiple sites throughout the United States. Information can be found for the SAT at www.collegeboard.com and for the ACT at www.actstudent.com.

TOBACCO PRODUCTS

All students have signed a contract to honor a tobacco and drug-free environment. No one is allowed to be in possession of, or use any tobacco products on our campus. The IRCHS campus is the property of Indian River State College. Therefore, our campus extends to the limits of their property. The IRSC campus includes all property that is west of 58th Ave, South of College Lane, North of the ditch on Lundberg Road (Directly behind the IRCHS) and East of 66th Ave. Students who violate this contracted item will be dismissed immediately.

TRANSCRIPTS

Transcripts needed for transfer, college enrollment, military use and scholarship consideration can be obtained by filling out a request form from the Guidance Department. Students must allow at least 48 hours for completion. There is a \$2.00 fee for each transcript.

TRANSPORTATION

Students may ride the Community Coach. The Community Coach has many routes and schedules to better accommodate individual schedules.

VISITORS

Visitors are welcome on campus if they are on official school business. All visitors must secure a visitors pass from the main office. **Students are not permitted to bring visitors to school without administrative approval 24 hours in advance.** Students are not to visit with anyone not enrolled here at IRCHS without administrative approval. Students are prohibited from visiting other campuses during school hours unless accompanied by school personnel. Social visitation is not allowed. If the student is co-enrolled at one of the other high schools, that student should arrive just before class and leave the campus immediately afterwards.

**Indian River Charter High School
School Song**

A New Hope

**I know a place where there's hope found a new,
I know a place where your dreams will come true
Where there's always someone there
To catch you when you fall
Where there's always someone there
When you call...**

**Chorus: We can walk the day without fear, pain and loneliness
We can make it through when there's hope by our side
And now we know what it's like
To be free...**

**I used to feel like my dreams were untrue
Alone in this world like a child gone astray
Now I feel like I can fly across the sky, keep pushing on
And never ask why**

Chorus:

**Bridge: From this moment we will rise up stand together in one union
From this moment we will rise up we will stand as one...**

Chorus:

Music by: Jonathan Thulin '06

Words by: Robert Brant '04, Daphne Williams '04, Katie Hutton '05, and Jonathan Thulin '06

**INDIAN RIVER CHARTER HIGH SCHOOL
2011-2012 CALENDAR**

FALL		
8/2/11	Tuesday	Teacher Workday-Teachers Report-Opening Meeting
8/3/11	Wednesday	Teacher Workday
8/4/11	Thursday	9th & 10th Grade Parent Orientation - 6 pm
8/4/11	Thursday	Teacher Workday
8/5/11	Friday	11th & 12th Grade Parent Orientation - 6 pm
8/5/11	Friday	Teacher Workday
8/8/11	Monday	9-12 Student Orientation
8/9/11	Tuesday	First Day - Students
8/23/11	Tuesday	Curriculum Day
9/1/11	Thursday	Open House - Parents/Teachers 5-9 pm
9/5/11	Monday	Labor Day - No School
9/29/11	Thursday	PARENT CONFERENCES
10/10/11	Monday	End of First Nine Weeks
10/10-10/21		FCAT Retake 10/10-10/21
10/12/11	Wednesday	PSAT
11/3-11/4/11	Thurs/Fri	Semester Show
11/5/11	Saturday	Children's Festival
11/11/11	Friday	Veteran's Day Observed - No School
11/21-11/25/11		Thanksgiving Break- No School
12/20/11	Tuesday	Last Day of Classes - End of Semester
12/21/11	Wednesday	Winter Break Begins

SPRING		
1/4/12	Wednesday	Teachers and Students Return
1/16/12	Monday	<i>Martin Luther King Day Observed - No School</i>
1/24/12	Tuesday	Curriculum Day
2/2/12	Thursday	Parent Conferences 5-9pm
2/3/12	Friday	<i>Charter Vacation Day- No School</i>
2/20/12	Monday	<i>Presidents Day- No School</i>
2/23/12	Thursday	New Student Orientation
2/28-3/1/12		FCAT Writing - 10th Grade, 2/28-3/1
3/9/12	Friday	End of Third Nine Weeks
3/19-3/23/12		<i>Spring Break- No School</i>
3/26/12	Monday	<i>Teacher Workday- No School</i>
3/29/12	Thursday	New Student Orientation
4/6/12	Friday	Charter Vacation Day
4/26/12	Thursday	New Student Orientation
4/16-4/27/12		FCAT Window 4/16-4/27
4/30/12	Monday	<i>Charter Vacation Day- No school</i>
5/7-5/18/12		Algebra End of Course Exam Window 5/7-5/18/12
5/23/12	Wednesday	Last day for students -End 2nd Semester
5/19/12	Saturday	Graduation
5/24/12	Thursday	Teacher Workday (Emergency Day)
5/25/12	Friday	Teacher Workday (Emergency Day)
5/28/12	Monday	<i>Memorial Day - No School Teachers</i>
5/29/12	Tuesday	Summer Begins