



# 2016-2017 Student Handbook

“Success is  
Within My  
Reach”

Edge Academy @ The Elberta Center

400 Elberta Rd  
Warner Robins, GA 31093

(478) 329-2227  
Ext 48227 or 48606

# The Edge Academy Handbook

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# Faculty

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Elberta Center

400 Elberta Rd

Warner Robins, GA 31093

478-329-2227 ext. 48227 or 48606

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## Daily Schedule

Arrival/Breakfast Served: 7:30-8:05

Session 1: 8:10-10:00

Session 2: 10:05-11:50

Lunch: 11:50-12:20

Session 3: 12:25-1:50

Session 4: 1:55-2:30

## Bus Shuttle Schedule

### EDGE ACADEMY

(Located at Elberta Center)

<b>Perry High School to EDGE ACADEMY</b>			
DEPARTURE	From	To	ARRIVAL
7:25 a.m.	PHS	Elberta Center	7:50 AM
2:00 p.m.	Elberta Center	PHS	2:30 p.m.

<b>Northside High to EDGE ACADEMY</b>			
DEPARTURE	From	To	ARRIVAL
7:30 a.m.	NHS	Elberta Center	7:35 a.m.
2:30 p.m.	Elberta Center	NHS	2:40 p.m.

<b>Veterans High to EDGE ACADEMY</b>			
DEPARTURE	From	To	ARRIVAL
7:20 a.m.	VHS	Crossroads	7:35 AM
7:35 AM	Crossroads	Elberta Center	7:40 AM
2:15 PM	Elberta Center	Crossroads	2:20 PM
2:20 PM	Crossroads	VHS	2:40 p.m.

<b>Houston County High to EDGE ACADEMY</b>			
DEPARTURE	From	To	ARRIVAL
7:15 a.m.	HCHS	Crossroads	7:35 AM
7:35 AM	Crossroads	Elberta Center	7:40 AM
2:15 p.m.	Elberta Center	Crossroads	2:20 PM
2:20 PM	Elberta Center	HCHS	2:40 p.m.

<b>Warner Robins High to EDGE ACADEMY</b>			
DEPARTURE	From	To	ARRIVAL
7:20 a.m.	WRHS	Elberta Center	7:40 AM
2:30 p.m.	Elberta Center	WRHS	2:40 p.m.

## **Program at a Glance**

The purpose of Edge Academy is to provide interventions for students having difficulty meeting standards and who require additional supports in order to recover credit where deficient. Edge Academy is designed to meet the needs of students that are five or more academic credits deficient and who are struggling to achieve the goal of graduation. Successful completion of credit recovery and initial course credit, where needed, will help students in being able to return to the home school full-time and get back on track to graduate. Students that successfully complete the program are more likely to graduate with their peers and less likely to drop-out of school due to missed credits.

Instructional curriculum will be tailored specifically to the individual needs of the student through the use a web-based learning platform.

Because the Edge Academy uses a program that is self-paced and prescriptive based on prior student knowledge, it is possible for students to recover lost credit while also receiving initial credit for core courses within the span of a school year. All of the content of the web-based platform meets the Common Core/Georgia Performance Standards and is designed to help students get back on track and stay on track to graduate. Students work at their own pace through the web-based course with assistance from the highly-qualified teacher in the classroom. After completing courses for recovery, students will be assigned to courses for initial credit assigned by the home school. Successful completion of credit recovery and initial course credit, where needed, will help students to return to the home school full-time.

## **Course Assignments and Completion**

The Home School Counselor will be responsible for assigning all courses to students attending Edge Academy.

## **Attendance**

Students attending Edge Academy are expected to follow the attendance policies outlined by the Houston County Board of Education. Students arriving at the school after 8:05 or dismissing prior to 2:15 should check-in with the front office upon arrival or for early dismissal. Please refer to the Houston County Student Handbook/Home School Handbook for policies regarding attendance.

## **Transportation**

Students attending Edge Academy will **not be allowed** to drive personal vehicles. Parents are allowed to transport their students. However, students are allowed to drive to their home school. Students will be bussed from the home school to Edge Academy and back to the home school at the beginning and end of each day. All rules and consequences for Houston County Transportation apply to students attending Edge Academy. Please refer to the Houston County Student Handbook for guidance regarding use of bus transportation by students.

Students that miss the shuttle may have a legal guardian transport them to Edge Academy. **Students will not be allowed to remain at the home school nor are they allowed to drive** to Edge Academy in lieu of missed shuttle transportation.

## **Discipline**

Students attending Edge Academy are expected to adhere to all classroom and school policies and procedures as outlined in the Edge Academy Student Handbook, the student's home school handbook and in the Houston County Student Handbook.

All student behavior shall be based on respect and consideration for the rights of others. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action.

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying for the damage. Students who willfully deface or damage school property in any way shall pay in full for all damages and will receive appropriate disciplinary action.

The Edge Administrator is the designated leader of the school, in concert with staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct, the Administrator may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate the school board policy or procedure.

Please refer to the High School Houston County Student Handbook for the board policy and procedure.

## **Cafeteria**

Students may purchase a well-prepared meal or bring lunches from home. Hot meals will be provided to students at the Elberta Center on a daily basis. Commercially prepared food cannot be taken to the cafeteria nor can persons outside of the school deliver it to a student on campus. If a family is unable to pay for lunches, applications for assistance may be obtained from the lunchroom. Good manners and cleanliness are expected in the cafeteria at all times. All students, faculty, and staff will pay when leaving the serving line.

## **Child Abuse Protocol**

As educators all teachers are considered mandatory reporters for child abuse. Employees of Houston County Board of Education are trained annually on child abuse protocol and on recognizing indicators of child abuse. All educators must sign an assurance statement as mandatory reporters. This statement is kept in the educator's personnel files.

## **Dress Code**

Students of Edge Academy are expected to abide by Houston County Board of Education Dress Code Policy and to dress in a manner that is supportive of the

learning environment and free from distractions or disruption. Please refer to the Houston County Student Handbook/Home School Handbook for a description of the allowable dress.

## **Emergency Policies and Procedures**

The Houston County School System has an automated, emergency calling system which is used in the event of emergencies such as school closings, evacuations, natural disasters, off-campus events, school lock-downs, or other major incidents. The Messenger Call-Out System delivers a recorded message to parents by telephone. This calling system enables the delivery of a fast, accurate message and is a valuable addition to our school safety program. **Please ensure that your child's information is accurate and report all changes as soon as possible!**

### **Severe Weather**

In the event of severe weather students and teachers are to follow all severe weather procedures as posted in the classroom and as defined by the Houston County Board of Education. Parents will be notified via the Messenger Call-Out System, which has the capability to call all 15,000+ parents within a matter of minutes, delivering a fast and accurate message. The message will also be posted to the school system website and will be posted on HCBOE TV stations. A Public Service Announcement request will also be sent to the local media. The use of electronic devices, such as cell phones, is prohibited during a severe weather alert. In the event of a tornado warning, bus dismissal may be delayed.

### **Cancellation of Sessions**

In the event of the cancellation of daily school classes, Edge Academy will also be cancelled. Parents will be notified through use of the crisis call-out system.

### **Building Evacuations and Lock-Down**

In the event of an emergency requiring building evacuation or lock-down, teachers and students are to follow procedures posted in the classroom and practiced in daily school operation.

## **Internet Use**

Students using internet technology in the classroom must adhere to internet usage policies as defined by the Houston County Board of Education. Houston County Board of Education employs filtering technology and tracking methods to insure that students do not participate in inappropriate, harmful, or illegal content while on-line. All students using internet technology must read and sign the Student Agreement form found in the school student handbook. Parents and guardians are also asked to sign the Parent Agreement form. The internet usage policy is defined as:

The following procedures must be followed by Houston County employees and students in INTERNET use:

1. All student access to the Internet will be under the direct supervision of a teacher or designated professional staff member.
2. The Houston County School System shall employ Internet filtering technology, which will restrict access by minors to inappropriate materials on the Internet.
3. The Houston County School System will use appropriate measures, including Internet filtering solutions and network security devices, which will insure the safety of minors when using Internet mail, chat rooms, and other forms of communication.
4. The Houston County School System will use appropriate tracking methods to insure that minors do not participate in unauthorized or illegal measures while online.
5. The Houston County School System will employ adequate network firewall and server security measures as to insure against the unauthorized use or disclosure of personal information regarding students and faculty.
6. The Houston County School System shall employ Internet filtering and network firewall facilities, which will restrict access by minors to harmful matters.
7. All students who are granted access privileges to the Internet must first read and sign the Student Agreement form. Furthermore, their parents and guardians must read the acceptable use policy and sign the Parent Agreement form, and return it to a designated person at the student's school.

#### *Penalties for Improper Internet Use*

Any user violating these rules or any other state or federal laws or classroom or school system policies is subject to lose network and/or computer use privileges. Furthermore, school disciplinary action, including in-school suspension and/or suspension or expulsion may be imposed. If the actions of a user cause or contribute to the loss of service, applications, and/or data, school disciplinary action commensurate with the magnitude of the infraction shall be administered. In the event that such action causes the need for technical assistance to restore the service, application, or data, restitution may be charged. Any unauthorized access or breach of state or federal law is subject to criminal prosecution.



### **Electronic Communication**

The use of cell phones or other electronic devices during the instructional day is prohibited unless previously approved by the administrator.

Any student found in violation of the above shall be subject to the disciplinary policies of the school.

Students may not use tape recorders, video cameras, cell phones, or other electronic devices to record classroom instruction/activities. Exceptions to this rule may be granted, for valid reasons, at the discretion of the teacher with written approval by the administrator. Care must be taken to protect the privacy rights of students.

### **Personal Possessions/Valuables**

You are discouraged from bringing personal possessions and valuables to school. Edge Academy is not responsible for any items lost or stolen. Large sums of money should not be brought to school.

### **Parent/Teacher Conferences**

Parents of students attending Edge Academy may schedule a parent/teacher conference by calling the school to schedule an appointment with the Administrator. Conferences should be scheduled in advance.

### **Sexual Harassment**

Disciplinary actions will result should a student display any type of harassment. Harassment is defined as any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted and/or uninvited by the recipient. Such action is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment.

Any person who has knowledge of or suspects that sexual harassment is occurring within the system shall immediately report the same as provided for in the grievance policy. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

### **Title IX Non-Discrimination**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students and parents are hereby notified that the Houston County Board of Education does not discriminate in any educational

programs or activities. Please call the Assistant Superintendent for Operations, HCBOE, at 988-6200 or contact by mail at P.O. Box 1850, Perry, Georgia, 31069, for questions or concerns about Title VI/IX or Section 04 or ADA.

### **Release of Students**

The school may not release a student to any person other than the person who enrolled the student in school. If an individual other than the person who enrolled the student in school is authorized to take the student from school on a regular basis (e.g., a grandparent or other relative, childcare provider, etc.), the person who enrolled the student in school must notify the school of such in writing, and this notification should be placed in the student's record. **A PICTURE ID MUST BE PRESENTED BEFORE THE STUDENT WILL BE RELEASED.** If someone other than the person who enrolled the student in school (or an individual authorized in writing by this person) attempts to take custody of the child or to remove the child from the school, the school will immediately contact the person who enrolled the student in school. If a person who attempts to take custody of the child without consent of the person who enrolled the student in school refuses to leave the school or causes a problem the school should contact the appropriate law enforcement agency. (This provision shall apply with respect to State or local law enforcement officers.)

Please do not hesitate to call Dr. Shirley Randall or Kimberly Green with any questions or concerns you may have.

478-329-2227 ext 48606 or 478-329-2227 ext. 48227