

Houston County School System Edge Academy at Elberta Center



“Success is Within My Reach”

Edge Academy at Elberta Center
400 Elberta Road
Warner Robins
(478) 329-2227

The Edge Academy Handbook

Faculty	3
Daily Schedule	4
Bus Shuttle Schedule	5
Program at a Glance	6
Procedures	7
Advisement	7
Attendance	7
Behavior and Conduct	7
Cafeteria	8
Child Abuse Protocol	8
Code of Ethics for Employees and Volunteers	8
Course Assignments and Completion	9
Dress Code	9
Emergency Policies and Procedures	9
Severe Weather	9
Cancellation of Sessions	9
Building Evacuations and Lock-Down	10
Extracurricular Activities	10
Instructional Content	10
Internet Use	10
Lesson Planning	12
Materials	12
Parent/Teacher Conferences	13
Sexual Harassment	13
Standardized Testing	13
Substitutes	13
Teacher Qualification	13
Title IX Non-Discrimination	14
Transportation	14
Withdrawal from School	14
Parent's Signature Page	16

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Daily Schedule

Arrival/Breakfast Served: 7:40-8:05

Session 1: 8:05-9:20

Session 2: 9:20-10:35

Break: 10:35-10:50

Session 3: 10:50-12:05

Lunch: 12:10-12:40

Session 4: 12:45-2:00

Interventions/Dismissal: 2:00-2:20

Bus Shuttle Schedule

EDGE ACADEMY 2013 - 2014 (Located at Elberta Center)

Perry High School to EDGE ACADEMY			
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.

Northside High to EDGE ACADEMY			
DEPARTURE	From	To	ARRIVAL
7:30 a.m.	NHS	Elberta Center	7:35 a.m.
2:15 p.m.	Elberta Center	NHS	2:25 p.m.

Veterans High to EDGE ACADEMY			
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.

Houston County High to EDGE ACADEMY			
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.

Warner Robins High to EDGE ACADEMY			
DEPARTURE	From	To	ARRIVAL
7:30 a.m.	WRHS	Elberta Center	7:40 AM
2:15 p.m.	Elberta Center	WRHS	2:25 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.

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 digital learning 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 computer-designed course with assistance from the highly-qualified teacher in the classroom. Teachers will track student progress through the course with the help of data generated by student performance. This data will help alert teachers to those students needing additional one-on-one assistance. After completing courses for recovery, students will be assigned to courses for initial credit by the home school counselor. The courses will be prescriptive in nature and students may once again work at their own pace through the material with the aid of the highly-qualified teacher.

The Edge Academy is designed to meet the needs of the regular education student that is course deficient due to a lack of mastery of the standards. Students requiring specialized academic assistance through an IEP or EL Plan shall remain, in most cases, at the home school to ensure that all supplemental supports are given in accordance with IDEA and Title III law.

Procedures

Advisement

Parents and students attending Edge Academy are encouraged to attend the home school's annual night advisement. During night advisement parents, teachers, and students have an opportunity to work together to plan for academic success and completion of proper courses in order to remain on track to graduate. Information regarding each home school's night advisement will come from the home school.

Attendance

Students attending Edge Academy are expected to follow the attendance policies outlined by the Houston County Board of Education. Edge Academy attendance will be tracked on a daily basis. Students arriving at the school after 8:05 (tardy bell) 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 for policies regarding attendance.

Behavior and Conduct

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. Any student that fails to follow accepted classroom and/or school rules will be subject to disciplinary action as defined in the student handbook and following a progressive discipline plan.

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. When in the judgment of a teacher, an individual or group effectively challenges his authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the on-site coordinator.

Edge Academy Progressive Discipline Plan

Students with disruptive actions that interrupt the flow of the school day and/or disrupt the learning environment will have such behaviors addressed with the following progressive discipline plan. *Students with infractions deemed as severe by the judgment of the teacher and Edge Academy Administration will be subject to disciplinary action immediately in accordance with the Houston County Student Handbook and Houston County Board of Education policy.*

- **Step One:** Students will be warned of disruptive behaviors by the classroom teacher and parent contact will be made by the classroom teacher.

- **Step Two:** Students will be referred by the teacher to Edge Administration and parent contact will be made by Edge Administration.
- **Step Three:** Students will be referred by the teacher to Edge Administration and parent contact will be made by Edge Administration. Students will receive suspension from the program for one day.
- **Step Four:** Students will be referred by the teacher to Edge Administration and parent contact will be made by Edge Administration. Students will receive suspension from the program for two days.
- **Step Five:** Students will be referred by the teacher to Edge Administration and parent contact will be made by Edge Administration. Students will receive suspension from the program for three days.
- **Final:** Students with continued disruptive behaviors will be suspended from the program until such time as a meeting can be held with the Edge Academy Administration jointly with Home School Administration to discuss other educational opportunities.

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.

Code of Ethics for Employees and Volunteers

Teachers, administrators, and bus drivers, interacting with students are expected to adhere to the Houston County Employee guidelines and the Professional Standards Commission Code of Ethics for Educators. Any employee of Houston County not adhering to the Code of Ethics will be subject to disciplinary action as defined by the Employee Handbook. All employees of the Houston County School System must sign assurances of receipt and understanding of the employee handbook and the employee code of ethics. These assurances are reviewed annually and maintained with personnel files.

Course Assignments and Completion

The Home School Counselor will be responsible for assigning all courses to students attending Edge Academy. This includes the assignment of courses for the purpose of credit recovery and the assignment of courses for the purpose of initial credit. Upon completion of a course, the Edge Academy Teacher is to complete the Course Completion Verification Form and forward it to the Home School Counselor. The Home School Counselor will complete the information necessary to update the transcript according to credit earned and will follow-up with assignment to the next appropriate course.

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 and/or the 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.

Extracurricular Activities

Edge Academy students are encouraged to participate in clubs and extracurricular activities for which they are eligible at the home school. Being involved in such activities promotes teamwork, discipline, responsibility and social skills. Students must meet all eligibility requirement and other policies set forth in the home school handbook. Please note that any child participating in the credit recovery program at Edge Academy will not, however, be eligible for Division 1 Sports, as defined by NCAA Eligibility Guidelines.

Instructional Content

As a public school entity, the Houston County Board of Education and all schools within the system must adhere to constitutional guidelines, including that of separation of church and state. In accordance with student and parent first amendment rights, instruction will abstain from any instruction that is religious in nature. Houston County remains neutral and non-ideological in its daily practice within the school day and beyond, carefully adhering to all Title IX, civil rights, and statutes as outlined by the American Disabilities Act and IDEA.

All teachers at the Edge Academy teach according to the Common Core Georgia Performance Standards, a secular, neutral and non-ideological curriculum. Students will receive instruction in accordance with data gathered from diagnostic screeners, summative assessments, and formative assessments. Instruction will be individualized to meet the needs of individual students and to provide interventions to close the achievement gap. Houston County believes that the best teacher is a person and not a program; however, Houston County understands that computer-based programs play a vital role in self-paced instruction, especially for those students attempting credit recovery. Teacher classroom practice is monitored by administrative staff through lesson plan checks and both formal and informal classroom observations and evaluations.

Student assessment data, goals and objectives, and progress should be recorded by the teacher as part of individualized lesson planning.

Internet Use

Students using internet technology in the classroom must adhere to internet usage policies as defined by the Houston County Board of Education. All internet access is under the direct supervision of a staff member. 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 during the after-school setting must have first read and signed 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.

Lesson Planning

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. Teacher lesson plans are encouraged to be individualized to meet student needs using GradPoint data and assessment data to pinpoint areas of weakness and need. Lesson planning should be differentiated by student and should not only identify student needs according to specific data, but should also be goal specific with objectives addressing the needs of the individual child. Parents and students are encouraged to communicate with teachers regarding personal goals and remaining on track to complete course credit.

Materials

Instructional curriculum will be tailored specifically to the individual needs of the student through the use of GradPoint, a digital learning platform. Students seeking credit recovery for previously attempted coursework will participate in a module based platform through GradPoint. Students will complete unit pre-assessments to determine students' prior knowledge of the curricular unit. The pre-assessment will help determine a prescriptive pathway for the student. Students work at their own pace through the course with assistance from the highly-qualified teacher in the classroom. Teachers will track student progress through the course with the help of data generated by student performance. This data will help alert teachers to those students needing additional one-on-one assistance. After completing courses for recovery, students will be assigned to courses for initial credit. The courses will be prescriptive in nature and students may once again work at their own pace through the material with the aid of the highly-qualified teacher. All of the content of the digital learning platform meets the Common Core/Georgia Performance Standards and is designed to help students get back on track and stay on track to graduate. 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.

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.

Parent/Teacher Conferences

Parents of students attending Edge Academy may schedule a parent/teacher conference at any time to discuss student progress or other programmatic concerns. Parents are encouraged to contact the child's teacher or the program on-site coordinator to set up a time for such conferences. Conferences should be scheduled in advance and can be done by contacting the Elberta Center by phone or in person.

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.

Standardized Testing

Students participating in Edge Academy are held to state standards for standardized testing. Students will be given the opportunity to complete End of Course Tests in accordance with completion of the course and in accordance to state law. EOCT testing will occur within the district testing windows. Students will complete EOCT testing at the home school site.

Substitutes

In the event that a teacher must be out, program operation will continue as planned. Approved substitutes will be used to conduct lessons. These substitutes have been identified as individuals that have completed necessary requirements and a criminal background check. It is the responsibility of the teacher to inform the on-site coordinator and to report the absence in subfinder of an absence and to leave detailed instructions for the substitute during the absence.

Teacher Qualification

Teachers will be highly qualified and familiar with CCGPS/GPS standards for the specific grade level and subject area. Students will be paired with those teachers delivering content according to need and teacher qualification.

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.

Transportation

Students attending Edge Academy will not be allowed to drive personal vehicles to Elberta Center. Students will be bussed from the home school to the 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 home school shuttle to Edge Academy may have a legal guardian transport them to Edge Academy or will be asked to not attend Edge Academy for the day. Students will not be allowed to remain at the home school in lieu of missed shuttle transportation.

Students may be transported by the legal guardian to the school. Such students should be dropped off in the front of Edge Academy in a timely manner no earlier than 7:30 a.m. and later than 8:05 a.m. (tardy bell) and should be picked-up promptly at dismissal (2:15 p.m.). Students arriving after 8:05 or dismissing prior to 2:15 will be required to sign in at the office and provide documentation related to tardies/early dismissal in accordance with the Houston County Student Handbook and policy.

Withdrawal from School

Students withdrawing from school for any reason must go to the home school to complete the withdrawal process. Students transferring zones within the district or newly enrolling in the district must go to central registration and complete all required paperwork. Students attending Edge Academy will continue in the Edge Academy program should a student transfer from school-to-school within the Houston County school zones and remain credit deficient as defined by Edge Academy guidelines. Students attending Edge Academy that withdraw from the home school to attend out of county are no longer eligible for attendance at the Edge Academy.

Parent's Signature Page

After reading this handbook, please respond to the following information. You should remove this page from the handbook and **return it to your child's teacher at Edge Academy**. In addition to this information please read and review your child's High School Student Handbook as well as the Houston County Student Handbook with your child and sign and return all pertinent information.

Student's Name _____

Teacher _____

Yes, I have read the terms and conditions outlined in the Edge Academy Handbook and understand that I must operate in accordance with the stated policies and procedures within the Edge Academy Handbook, my home school's handbook, and the Houston County Student Handbook.

Student's Signature: _____

Parent's Signature: _____

Date: _____