

The Phoenix Academy Handbook 2014-2015

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419-720-4518

The mission of the Phoenix Academy is to nurture in our students the desire for self-improvement and to help them develop the academic skills they need to be successful, productive adults.

The Phoenix Academy is a community school sponsored by Toledo Public Schools. Phoenix Academy is a fully accredited high school through the State of Ohio Department of Education. The Academy offers a path to high school graduation with all classes staffed by highly qualified, certified instructors and assistants.

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Welcome to Phoenix Academy

Welcome to the wonderful world of digital learning offered through Phoenix Academy. This handbook is designed to communicate what is expected of our students in order to maximize learning. We believe that given the opportunity to succeed, all students can meet the challenge that our curriculum offers. The Phoenix staff is dedicated to providing you with a positive and successful educational experience. Through on-line coursework, a rigorous and comprehensive curriculum based on national common core standards, the flexibility of learning at your own pace, and the individual assistance from our highly qualified and dedicated teachers, you **will** be successful.

Phoenix Program Overview

- Phoenix Academy uses NovaNet, an online curriculum. NovaNet can be accessed at all Phoenix sites during operating hours as well as off-site locations with internet access 24 hours a day seven days a week.
- Students may attend any of the four Phoenix Academy locations to complete their digital instruction.
- Students have the flexibility and convenience of determining the time, location, and pace at which they work. Many high school students choose to spend three hours on site and three hours at home or another location that has internet access.
- Students are required to log in daily (Monday through Friday) and complete coursework.
- All courses are comprised of chapters/assignments that teach content and evaluate the student's knowledge of the topics covered.
- In order to receive credit for the course, students must complete all course chapters/assignments, and score a 70% or higher on the final assessment.
- Once a course is successfully completed, the instructor will issue a grade. Students are to inform their counselor that they have completed the course so the credit is recorded and adjustments are be made to the student's schedule.
- High school credit is earned on a semester basis.

We are proud to offer several learning options through Phoenix Academy that will meet the needs of all students. The options are as follows:

Blended Sequential Option

This option combines the flexibility of working from home and attending class daily at one of the Phoenix Sites. Students typically get more done with this option because teachers are available in the labs to give assistance and respond immediately when questions arise. Most of our

students choose this learning option. Required courses are assigned sequentially based on what a student needs for high school graduation.

Fast Track Option

Students may request placement in the FAST TRACK program at Phoenix if they have advanced level knowledge in a subject area.

- Admittance will be based on prior academic performance/progress.
- Students may have a combination of FAST TRACK courses or Sequential courses based on proficiency in a subject area.
- Most courses are available for the FAST TRACK with the exception of art, keyboarding, career packet, OGT preparation, and physical education.
- All FAST TRACK courses are comprised of chapters/assignments that begin with a pre-test which evaluates the student's knowledge of the topics covered.
- Students must score at an advanced level on the pre-test to have the option of testing out of a chapter/assignment.
- All FAST TRACK courses must be completed at a Phoenix location with an instructor present. They cannot be completed from home.

Credit Flexibility (Off-Site Digital Instruction)

Students who have demonstrated the ability to successfully complete coursework on site at Phoenix, and have the need for more flexibility due to illness, work schedules, child care/family responsibilities, or other concerns may complete an application to work from home.

- Applications will be reviewed by Phoenix counselors for approval
- Upon approval, courses will be listed for which credit flexibility is requested, and a timeline will be established (number of chapters/assignments to be completed weekly) for completion of the course
- Failure to adhere to this timeline will result in the credit flexibility option being revoked and student assigned to a Phoenix site.
- If application is denied, a student may appeal the decision to the principal

Second Chance for Success

Students who are 22 years and older and who have not received a high school diploma or a certificate of high school equivalency may enroll at Phoenix at no cost and earn their diploma.

- Students receive academic credit for courses previously completed.

- High school curriculum requirements at the time of initial enrollment will be considered for graduation. Requirements for graduation through 2013 are as follows:

English	4 units
Health	½ unit
Mathematics	3 units
Physical Education	½ unit
Science	3 units (must include 1 unit of biology and 1 of physical science)
Social Studies	3 units (must include ½ unit of American History and ½ of American Government)
Electives	6 units (must include 1 unit or two half units of Business, Technology, Fine Arts, or Foreign Languages)

- Students must meet Ohio Graduation Test requirements (scores of 400 or higher in reading, writing, math, science, and citizenship) Tests are administered in March, October, and June of each school year.
- Students have two years from the date of enrollment to complete course requirements and earn their diploma.
- Students have the option of working from home (final course assessments must be taken at Phoenix) or working on site in a designated Phoenix location with other Second Chance for Success students.
- Highly qualified teachers are available to provide assistance on site or by phone/email contact.
- Free transportation is provided for students enrolled on a full-time basis and who work at a Phoenix site. (TARTA pass).
- Students may take part in a traditional graduation ceremony held at the end of the school year in June.
- Students who received special education services previously will be accepted. Phoenix staff will update IEP's (individualized educational plans) as well as ETR's (evaluation team reports) so placement can occur.

Junior High Program Grades 7/8

Phoenix Academy has a junior high program that services students in 7th and 8th grade.

- NovaNet and Study Island are used for on-line instruction.
- Direct instruction in core subject is also provided daily.
- Students take four core classes (language arts, math, science, and social studies) and one elective course.
- Students who are academically advanced are able to earn high school credit in English and math.
- Daily attendance is required from 10:00 to 3:00 at our Jefferson Avenue location
- Students are able to purchase lunch, or bring a lunch from home.
- All junior high students must take the Ohio Achievement Assessment (OAA) or the next generation assessment as determined by the State of Ohio on a yearly basis.

Phoenix Academy Locations and Hours of Operation

Phoenix Academy High School students have four locations to attend. Student picture identification cards can be used at any location. Certified teachers are available during the school day at all locations.

1505 Jefferson Avenue (Main Location)

- Administrative staff, all records and registration personnel, teaching staff in all subject areas
419-720-4500
Hours: Monday through Friday 9-3pm, Thursday 9-5pm

3055 Alexis Road

- Full time English teacher, para-professional, and traveling subject area teachers.
419-720-6366
Hours: Monday through Friday 9-3pm, Monday 9-5pm

1100 McCord Road (until October 31, 2014)

4915 Dorr Street (beginning November 1, 2014)

- Full time social studies teacher and traveling subject area teachers.
419-861-0149
Hours: Monday through Friday 9-3pm, Tuesday 9-5pm

1020 Varland

- Full time science teacher, para-professional and traveling subject area teachers. 419-720-6377
Hours: Monday through Friday 9-3, Wednesday 9-5

Communication with Teachers

At Phoenix, students attend classes by logging on daily and completing assignments. Communication skills are very important in on-line learning as students must ask for help when they have concerns. We provide several ways for students and parents to communicate with teachers and staff including email, phone calls, voice mail, and visiting a site. The Phoenix Academy staff strives to have all students succeed, but to make this happen students must inform the staff when help is needed. Please remember that teachers do not work 24/7 and may not be available in the evening. Listed on the last page are phone numbers, and email addresses where teachers/staff can be reached.

Policies and Procedures

Student Check In/Out Procedures at All Phoenix Locations

Students are issued a photo identification card that is used to check in at all sites. Students must be in compliance with the dress code for entrance. Cell phones and other electronic devices must be checked in at all locations and will be returned when exiting the site. All students must remain at the Phoenix site until the daily/hourly attendance requirement is met unless they have an approved excuse to be dismissed early. Students are reminded to have transportation arranged so they can remain working until their ride arrives.

Attendance

All Phoenix students are expected to be in school Monday through Friday and plan to spend the equivalent of a full school day (6 hours) on-line completing coursework (modules/chapters).

Attendance Line: 419-720-4560

Parents are responsible for calling the attendance line anytime a student will be absent from school. A note on the day of return must accompany the student.

All students are expected to bring a note for their day(s) absence. Each note must include the following:

- Date the note is written
- Student's full name (first and last name)
- Date(s) of student absence
- Reason for absence
- Parent/Guardian Signature and phone number where they can be reached

Students who do not provide a note for their absence will be listed as unexcused/truant. Disciplinary actions will be taken for unexcused absences and could lead to withdrawal from Phoenix Academy.

Excused Absences

Excused absences may be approved on the basis of one or more of the following reasons:

- Personal illness (doctor's excuse is REQUIRED) with 3 or more days of absence

- Illness in the family
- Quarantine of the home
- Death of an immediate relative (limited to 3 days unless reasonable cause shown for an extension)
- Observation of a religious holiday
- Emergency Circumstances: absences may be excused for emergencies which in the judgment of the school's principal, constitute a sufficient cause for absence
- College visitation maximum of (3) days for visitation will be excused with verification from the college visited

Consequences for Unexcused Absences

Attendance is very important for students to progress. Several steps are taken by Phoenix staff to notify parents concerning their student's absence. We will make every attempt to correct the situation before it leads to more serious consequences. Telephone calls (personal and automated), letters sent via U.S. mail, conferences with student/parents, home visits, and attendance hearings with Phoenix administration are all methods of communication to resolve the problem. If we are not successful in turning around the unexcused absences, we will need to take more serious measures as listed:

- Referral to court
- Notification to Job and Family Services/Social Security of non-attendance
- Revocation of work permit
- Denial of driver's license
- Withdrawal from Phoenix (after 17 consecutive days)

Student Progress

Parents should expect a quarterly progress report at the end of each quarter. Scheduled classes will be listed and grades/credits received. Students are expected to earn (5) credits a year to be on track for graduation. If you have concerns/questions regarding your student's progress, please contact us. The Phoenix Staff is a partner in your student's education and his/her academic success remains of paramount importance.

Promotion and Retention Policies

Promotion of a Phoenix student from one grade level to the next shall be based solely on that student having met set credit requirements for each high school year. These requirements are as follows:

- Freshman Year: Below 6 required credits (English1, Algebra 1, World Studies, Physical Science, Physical Education, and elective)
- Sophomore Year: Minimum of 6 required credits (English 2, Geometry, American Studies, Biology, Health, and elective)
- Junior Year: Minimum of 11 required credits (English 3, Algebra 2, Earth/Space Science/Environmental Science, Government, and two electives)
- Senior Year: Minimum of 16 required credits (English 4, Probability and Statistics/Pre-Calculus, Economics, Art, and two electives)

Testing Requirements

Every student graduating in 2014, 2015, or 2016 must pass the Ohio Graduation Test (OGT) to be eligible to receive a diploma. Students take this test in March of their sophomore year. Students not passing all parts of the OGT are re-tested until all parts are passed with scores of 400 or higher. Tutoring for OGT preparation by subject is offered at Phoenix and is mandatory (10 hours) if you are making up a test that you had previously failed. OGT make-up tests are administered in October, March, and June of each year. Graduating classes beyond 2016 will be required to pass the next generation assessments as determined by the State of Ohio.

On a yearly basis, Junior High students must take the Ohio Achievement Assessment (OAA) or the Next Generation Assessment as determined by the State of Ohio.

Graduation Requirements

A traditional graduation ceremony is held at the end of each school year in June. Caps and gowns are ordered through the Guidance Offices.

Students who have met the following requirements are eligible to participate in graduation ceremonies:

- Earned 20 credits in required courses
- Passed all mandated testing (For 2014-2015, Grades 10, 11, 12, Ohio Graduation Test) Scores of 400 or higher in reading, writing, math, science, and citizenship.
- Beginning in 2014-15, students in Grade 9 will be required to pass Ohio's next generation assessments. We will communicate the new state testing requirements to students and parents as they are received from the State of Ohio.

- No outstanding fees/fines

Junior High Promotion Requirements

Promotion requires a student to satisfactorily complete five courses in the following areas: English, mathematics, reading, science, and social studies. A student who fails two or more courses of study will be retained in the present grade. A junior high student may take or retake a course in summer school.

Cellular Telephones and Electronic Devices

Cell phones and all other electronic devices are not permitted in any Phoenix Academy classroom. The Phoenix staff has a mandatory check-in procedure that occurs when students enter all Phoenix Academy locations.

Students who choose to bring items to school do so at their own risk. The Phoenix staff will secure your items while they are in our possession, but we are not responsible for lost or damaged items.

If a student is caught with a cell phone in the classroom, the 1st penalty is confiscation for 1 week with release of the phone to the student's parent pending that the student has good attendance & behavior & has completed their academic work. The 2nd penalty is confiscation until the last day of school.

Transportation

TARTA passes are earned privileges that are issued on a weekly basis to students provided they meet the following criteria:

- Attend Monday through Friday at any Phoenix site for a minimum of three hours per day unless absence is excused by parent/guardian/Phoenix Personnel. Students must also make academic progress by completing course chapters/assignments.
- No serious behavioral infractions or suspensions for the week of attendance. Students will receive a TARTA pass upon return to school.

Replacement TARTA passes cost \$10.00. Please take care of yours!

Dress Code

The Phoenix Academy Dress Code outlines acceptable standards for student dress and will be enforced at all locations. Students will not wear attire that is disruptive to the school

environment, that promotes illegal or harmful activities, or that could endanger the health and safety of other students, which includes, but is not limited to, that which:

- Depicts messages that are obscene, profane, plainly offensive, violent, sexually explicit, or that references activities that are illegal. (**No RIP clothing is permitted**)
- Promotes use of tobacco, drugs, alcohol, or other harmful products
- Depicts gang affiliation
- Exposes underwear, cleavage, midriffs (no tank tops, spaghetti straps, sagging pants, pajamas)
- Is designed to wear as headwear (hats, bandanas, do-rags)

If the student's dress code infraction can be corrected, the student can remain at school.

Announcements

Announcements will be sent through the NovaNET program. Once a student has logged in, bulletins/announcements may appear. Students are responsible for reading all messages. On occasion, automated phone messages are sent to parents of our students.

Student Work Permits

All inquiries for work permits must be requested from Mrs. Vicky Smith in Room 117 at the Jefferson location. She can be reached at 419-720-4590.

- When applying for and retaining a work permit, students must have good attendance and be making progress in their coursework. Once a permit has been issued, regular checks will be made to verify that the student is complying with these requirements. Failure to do so will result in revocation of the work permit.

Enrollment, Withdrawal, and Transcript Requests

All ENROLLMENT inquiries are handled by Mrs. Leslie Donaldson, Intake Secretary at the Jefferson location. Her number is 419-720-4505.

Requests for WITHDRAWALS are handled by Mrs. Vicky Smith, Records Secretary, located at the Jefferson Site Office 117. She can be reached at 419-720-4590.

Harassment

Bullying, harassment, or intimidation is strictly prohibited by federal law and will not be tolerated at Phoenix Academy. Students will be disciplined according to the Phoenix Code of Student Conduct Policy. If you or your student wish to report an incident, please contact us, or complete a reporting form that is available on our website www.phoenixtoledo.org. You may remain anonymous if you so desire.

Guidance Services

School counselors strive to provide students with effective counseling services for academic, personal, social/emotional, and career/college planning issues. Students are assigned by the first letter of their last name.

Mrs. Jaime Brown	Letters A-K	419-720-4586	jaime.brown@phoenixtoledo.org
Ms. Karen Gray	Letters L-V	419-720-4595	karen.gray@phoenixtoledo.org
Mrs. Leslie Wood	Letters W-Z	419-720-4520	leslie.wood@phoenixtoledo.org

Counselors can be reached by phone or email and are available to schedule appointments.

Extra-Curricular Clubs/ Organizations

Phoenix Academy offers student participation opportunities that are designed to meet the students' academic and social interests. All extra-curricular activities are supervised by a member of the Phoenix staff. Young Women of Excellence, Young Men of Excellence, and Student Council are clubs for student membership. All offer opportunities for socialization as well as activities that promote student leadership, school spirit, and service. In order to participate in extra-curricular activities, students must maintain satisfactory attendance as well as course progress/completion.

Teacher List for Location Assignments

Attendance Line

419-720-4560

Counselors

Mrs. Jaime Brown (A-K)

419-720-4586

jaime.brown@phoenixtoledo.org

Ms. Karen Gray (L-V)

419-720-4595

karen.gray@phoenixtoledo.org

Mrs. Leslie Wood (W-Z)

419-720-4520

leslie.wood@phoenixtoledo.org

English

(English I; English II; English III; English IV)

Mrs. Offenburg (Alexis)

419-720-6366

barb.offenburg@phoenixtoledo.org

English Teacher (Jefferson):

419-720-4582

Mrs. Rollins (Travels)

419-720-4516

nicole.rollins@phoenixtoledo.org

Math

(Algebra Concepts; Algebra I; Algebra II; Geometry; Pre-Calculus; Probability and Statistics)

Mr. Stender (Jefferson)

419-720-4591

derek.stender@phoenixtoledo.org

Mrs. Jones-Gast (Jefferson)

419-720-4591

lisa.jones-gast@phoenixtoledo.org

Mrs. Biggs (Travels)

419-720-4515

christy.biggs@phoenixtoledo.org

Social Studies

(World History; American History; Economics; Geography; American Government)

Mr. Phillips (Jefferson)

419-720-4523

james.phillips@phoenixtoledo.org

Mr. Zeller (McCord)

419-861-0149

hank.zeller@phoenixtoledo.org

Mr. McMahon (Travels)

419-720-4559

john.mcmahon@phoenixtoledo.org

Science

(Physical Science; Biology; Earth & Space Science; Environmental Science; Chemistry; Physics)

Mr. Washington (Jefferson)

419-720-4591

cj.washington@phoenixtoledo.org

Ms. Harris (Varland)

419-720-6377

stacey.harris@phoenixtoledo.org

Dr. Grossman-Bigioni (Travels)

419-720-4514

kim.bigioni@phoenixtoledo.org

Physical Education & Health

(Health; Phys Ed 1 & 2)

Ms. Kusz (Jefferson)

419-720-4582

cindy.kusz@phoenixtoledo.org

Art

(Art I; Art II; Design)

Mrs. Revill (Jefferson)

419-720-4500

Careers/Career Internship/Keyboarding

Mrs. Wojciechowski (Jefferson)

419-720-4501

jennifer.wojo@phoenixtoledo.org

Ohio Graduation Tests/Next Generation Assessments

Mrs. Jaime Brown

419-720-4586

jaime.brown@phoenixtoledo.org

Lead Teacher

Ms. Christina Spears

419-720-4518

christina.spears@phoenixtoledo.org

Resource Teachers for Special Education Students located at Jefferson

Resource Lab:

419-720-4592

Mrs. Johnson (A-G)

419-720-4527

ami.johnson@phoenixtoledo.org

Mr. Reamer (H-N)

419-720-4508

james.reamer@phoenixtoledo.org

Mrs. Washington (O-Z)

419-720-4587

elaine.washington@phoenixtoledo.org

Para-Professionals

Mrs. House (Jefferson)

419-720-4584

sandra.house@phoenixtoledo.org

Mrs. Myers (Jefferson)

419-720-4524

beth.myers@phoenixtoledo.org

Mrs. Ovall (Jefferson)

419-720-4500

karen.ovall@phoenixtoledo.org

Mrs. Rossler (Alexis)

419-720-6377

marsha.rossler@phoenixtoledo.org

Mrs. Yenrick (Varland)

419-720-6366

diane.yenrick@phoenixtoledo.org