

2011-2012 Student Handbook

PHOENIX ACADEMY



Excellence in education

<http://www.phoenixtoledo.org>
419-720-4500

Mr. Craig Cotner, Principal
Mr. Eric Allore, Assistant Principal
Mrs. Carol Schwab, Lead Teacher

***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 charter school sponsored by Toledo Public Schools.
We are a fully accredited high school through the State of Ohio Department of
Education. We offer a path to high school graduation with all classes staffed by highly
qualified, certified instructors and assistants.

Welcome

Welcome to The Phoenix Academy! The faculty and staff are dedicated to giving you a positive and successful educational experience. Being part of Phoenix Academy offers you the privilege of beginning and/or continuing your road to graduation and becoming successful young adults. It is our hope you will stay focused, motivated and strive for excellence. We are here to help you in such endeavors and wish you luck in your educational experience with us.

Today begins your road to success. With an on-line curriculum and on-site faculty and staff, Phoenix Academy offers students a combined model of education. Students are able to complete their high school diploma on the computer while still having one-on-one contact with educators.

An Overview About the Program:

The Phoenix Academy uses an online curriculum called NovaNET. NovaNET is a computer-based academic program designed to provide students with an alternative method of earning credit towards graduation. **All** courses and assignments are online. Students may attend any of the four the Phoenix Academy locations to work in our NovaNET computer labs. We encourage all students to attend in person each day to benefit from the one-on-one attention from our teachers. After a probationary period, students will be given instructions on how to access NovaNET from any computer connected to the internet.

Students are required to work on their courses daily, Monday through Friday. However, you will earn course credit faster if you choose to work more than the minimum requirement. The average student should earn a minimum of 6 credits per school year. Again, the more time students spend working on NovaNET, the more credits they will earn.

All classes are comprised of modules which are similar to chapters or units in a textbook. Most modules begin with a pre-test which checks your knowledge of the topics covered by the module. Lessons will automatically be assigned according to pre-test scores. After lessons are completed, a score of 70 is required on a posttest to move on to the next module. In order to earn a credit, students must complete **all** modules in the class section. After completion, **students must come to a site to take their final exam.** Once the exam is completed, students must verify with the teacher that they are, indeed, finished and ask for a final grade to be assigned. **Students should contact his/her counselor upon completion of a course so the next course can be added. The counselor will record student credits and track progress toward graduation.**

Important Facts to Remember

- Phoenix Academy is NOT a home school...our academy offers a “combined model” of education where students complete their courses on-line while having full-time access to on-site educators.
- Students are required to begin their time at Phoenix Academy by attending one of our four locations.
- All students MUST take their exams in the presence of a Phoenix Academy teacher.

Phoenix Academy Locations

Phoenix Academy has four locations available for students to attend:

- **1505 Jefferson Ave.** (Main location; 80 computers, administrators, teachers and staff, records & registration personnel)
- **3055 Alexis Rd.** (30 computers, full-time English teacher, Para, Traveling subject area teachers)
- **1100 McCord Rd.** (30 computers, full-time Social Studies teacher, Para, Traveling subject area teachers)
- **1020 Varland Ave.** (30 computers, full-time Science teacher, Para, Traveling subject area teachers)

SCHOOL HOURS for ALL Locations

9 a.m. - 5 p.m. Monday - Thursday

9 a.m. - 3 p.m. Friday

*the Alexis, McCord, and Varland sites will occasionally close for the day at NOON if there is a faculty meeting scheduled.

Students will be notified in advance when this will occur.

Parents, feel free to call to confirm this time if you have doubts.

Check-In Procedures

(These procedures may differ at each location.)

All student attire & IDs will be checked. Sign-in sheets will be kept on tables near respective stations. After checking in, students are required to go straight to a computer. The student may also be assigned a computer by the teachers in the computer lab. The student is to stay until the required number of instructional hours are met. At the Jefferson location, students will be expected to sign out on their way out which will allow the sheriffs to better enforce the coming and going of students.

Registration Information

- All students registering with their counselor must have a copy of their current transcript.
- An official transcript must be on file prior to the student graduating.
- All fines must be paid from prior schools before a diploma will be released or before a student may attend the graduation ceremony.
- On registration day, students will be given their schedule, their photo ID, complete a career assessment and learn Nova Keys.
- **Parents** are responsible to keep student's information, i.e., phone number, address, etc., up-to-date. Parents may have to provide an updated proof-of-residency.

Excused Absences

When determining the reason for your child's absence, please refer to this list. According to Phoenix Academy's Policy, an Excused Absence may be approved on the basis of one or more of the following conditions:

- Personal Illness (must have Dr. excuse after 3 days of absence);
- Illness in family;
- Quarantine of the Home;
- Death of an Immediate Relative: limited to 3 days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence;
- Observation of Religious Holidays: A child of any religious faith shall be excused. If holiday services can be attended before or after school, students are still required to be in attendance;
- Emergency Circumstances: absences may be excused for emergencies or circumstances which, in the judgment of the principal of the school, constitute a good and sufficient cause for absence from school;
- College visitation during the school day may be excused by the principal; a maximum of three (3) days for college visitations will be excused, with verification, from the college visited.
- A COMPUTER ISSUE IS NOT AN EXCUSED ABSENCE!
- NO LETTER OR CALL = UNEXCUSED ABSENCE!!

Attendance Policies

Your Phoenix student is expected to be in school each day unless he or she is ill. Too many students are not logging into the system because of minor illness problems such as headaches or just not feeling like attending.

All students are expected to bring in a note for their day(s) absent.

Each note should include:

- the date the note is written (the date the student returns to school),
- the full name (first and last) of the student who was absent,
- the date(s) the student was absent,
- the cause of the absence,
- the parent/guardian's signature, and
- A telephone number where the parent/guardian can be reached during school hours.

Students who do not bring in a note for their day(s) absent will be listed as unexcused or truant. Should a student accumulate unexcused absences, steps will be taken as stated in our Attendance Policy listed below.

The Phoenix Academy is required by law to withdraw students from our school if they do not attend for 17 consecutive days. After 10 days of absence (or not logging into the Nova Net system), the school may hold an attendance hearing at which time work permits will be revoked, drivers licenses will be invalidated and charges may be pressed on the parent or student.

The Ohio Revised Code states that:

A child of compulsory school age is a chronic truant if that child is absent from school without a legitimate excuse for 7 or more consecutive school days; 10 or more school days in a month; or 15 or more school days in a year. **Ohio Revised Code, Section 2151.011.**

A complaint of delinquency can be filed against a child who is a chronic truant or a habitual truant who previously has been adjudicated an unruly child or a habitual truant. **Ohio Revised Code, Section 2151.02.**

Attendance Line: 419-720-4560: Please call the attendance line anytime a student will be absent or unable to log on to the NovaNET.

Student Responsibilities

- Students are responsible for wearing their ID at all times.
- ID replacements will cost \$3.00.
- Students are responsible for following the dress code as is indicated in the student handbook.
- Students are responsible for earning their weekly bus pass by being in attendance Monday through Friday.
- Replacement bus passes will cost \$10.00.

Parent & Student Agreement

Students and their parents sign a contract stating students agree to attend the required hours, follow school rules, to be on their best behavior, and to put forth their best effort in their academics.

- Should a student not follow this contract, he or she runs the risk of being withdrawn.
- Parents, your involvement is HIGHLY encouraged and welcomed in keeping your child on track. Please stay in contact with his or her Counselor and Teachers!
- Parents, please respond to requested conferences as we are trying to keep your child on the right path. Should you not attend, your student may be blocked from working.

School Dress Code

The Phoenix Academy dress code will be enforced by all staff at all times.

General Provisions:

- No student should wear gang-related colors, especially, multiple days in a row.
- No see-through clothing or clothing so tight that it is inappropriately revealing is allowed.
- Hygiene issues (stinky odors or bugs) should be addressed to Mr. Allore or the Nurse.
- Head Coverings: No hats, do-rags, hoods or sweatbands are allowed.
- Tops may not display the following: drugs or paraphernalia, profanity, derogatory/denigrating statements, RIP pictures, gang activity or associations; No plain white undershirts/tanks may be worn without cover; clothing may not reveal cleavage, bra or spaghetti straps, stomachs or any offensive tattoos.
- Bottoms: Must be worn no lower than hip level; the length must reach to finger tips in relaxed stance; no chains or spikes; any rips in the pants must be at appropriate levels.
- Pajama bottoms are not allowed.
- Belts: must be worn if a student is unable to keep bottoms at an appropriate level. In other words, no sagging pants are allowed.
- Footwear: No steel toes or spikes, no slippers may be worn.

Discipline:

- Parents will be contacted and the student will be sent home if the attire is too offensive or distracting.

Phoenix's Policy on Cellular Telephones, CD Players, MP3 Players, iPods, and Other Electronic Devices

All electronic devices should be **turned off** during class hours. CD players, cameras, MP3, ipods, and other devices are not permitted in the classrooms, labs or halls. Cell Phones will not be permitted in the labs. Students will be warned to put cell phones away. If they do not comply, the electronic device will be confiscated. For the first and second offences, students may pick up their devices from the assigned adult. Upon the third offense, a parent must pick up the device from Mr. Allore, our Assistant Principal.

Announcements

Announcements will be distributed through the Nova Net program. Any announcements the staff has for students will flash on the screen before you may begin your work for the day. **Students are responsible for reading ALL "bulletins."** No excuses will be given. At other times, an automated phone message will be sent to the parents of our students.

Student Parking

Students, parents and staff are allowed to park in the assigned parking areas of each facility. No students will be allowed to park in reserved staff parking areas.

Books

All books and textbooks are furnished by the Phoenix Academy. Damaging books in any way, including writing in them, is not allowed. Students are accountable for the books signed out to them. Books and textbooks must be returned in the condition they were loaned out. There will be times in the school year when books will not be allowed to be taken out of the school facility.

Classroom/Lab Interruptions

In an attempt to keep all classroom interruptions and distractions to a minimum, parents, guardians and representatives from various agencies are asked to make arrangements in advance to see/talk to a student before or after school. In case of emergencies, please call the office/lab phones and ask the teacher to speak with your son or daughter.

Privacy Protection

Students and staff should keep their log-on names and passwords PRIVATE. Any student caught using another student's password and log -in name may be forced to repeat modules in any course. Also, the Phoenix Academy does not release any information on any student. The school follows all of the policies associated with the State of Ohio and the Phoenix Academy regulations.

Harassment

Harassment, in any form, of an employee or of a student will not be tolerated. The Phoenix Academy policy will be followed in repeated incidents of harassment. Investigations of the incident and disciplinary actions will be taken where appropriate.

Lockdown, Fire, and Tornado Drills

The purpose of a lockdown, fire, and tornado drills is to complete the state requirements each year for the daily operations of the school. Emergency procedures are posted in each room on the wall. Students are to follow the instructions if a situation should occur.

Student Work Permits

Students may apply for work permits with the records secretary. Students must be in good academic and attendance standing at the Phoenix Academy. Any student that has not attended five days a week and has a history of not working up to the required hours/day will be denied a work permit. Students under the age of 17.4 who need work permits to become emancipated for the TPS GED program will need to go to the Director of Pupil Services at the Toledo Board of Education on Manhattan to obtain a permit. Check with your Counselor if you have questions about GED programs.

Enrollment, Withdrawal, & Transcript requests

All inquiries or requests for enrollment must go through Jeri Koepfer (Phoenix HS & JH), Intake Secretary at 419-720-4505.

All inquiries or requests for withdrawals must go through Vicky Smith, Records Secretary at 419-720-4590. Withdrawal forms are available at the front desk and with the Records Secretary. While we will attempt to process withdrawals immediately, at times, the work load may not allow this to occur. Your patience is appreciated.

Nova NET Courseware

- <http://web.novanet.com>
- Type in your user name and password:
 - firstname.lastname@phoenixtoledo.org
 - Password (will be given to you by your Counselor)
- Once logged in click on the word **CONTENT**
 - You will be further advised by staff after this point
- Contact your preferred lab location for further assistance or questions regarding using the Nova Net courseware.

NovaNet

Group Name: TPC

Sign-on name: lastnamefirstname

Password: Student-named

PHOENIX Lab Information

Certified teachers are available during the school day at all locations.

We offer flexible hours to meet every student's needs.

1505 Jefferson Ave.	419-720-4591 419-720-4582
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3055 Alexis Rd.	419-720-6366
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1100 N. McCord Rd.	419-861-0149
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1020 Varland Ave.	419-720-6377
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Counselor Appointments & Information

The Phoenix Academy Counselors are available to assist students with academic and personal issues, assist with course selection for each year, as well as provide guidance through graduation and post-secondary planning. Counselors are assigned by the first letter of the students' last names. Counselors are available to provide information and answer questions concerning the students and may be reached by phone or e-mail and are available to schedule appointments based on the needs of parents and students.

Phoenix Academy Counselors:

Mrs. Jaime Brown 419-720-4586, Jefferson Rm #111 A-J

Mrs. Sue Gorney-Welch 419-720-4595, Jefferson Rm #112 K-Z

Mrs. Leslie Wood 419-720-4520, Jefferson Rm #110

Graduation Requirements

Students must successfully pass 21 units of required course work for graduation. The State of Ohio also requires that each student MUST pass all parts of the Ohio Graduation Test.

Credit Recovery Possibilities

- Students are very capable of earning 1 credit per month, if not more.
- Students should FOCUS on the lessons they are COMPLETING daily, not the time they need to be here.
- Students should attempt to complete as many lessons as possible on a daily basis or no less than 4 to 6 assignments per day.
- If the student has not earned at least 1.0 credit within a month and, as a parent you have not seen any credit slips, a conference should be scheduled to determine your child's continuation and/or issues resulting in his or her lack of progress. Please contact a Counselor as soon as possible.