

EDGE Handbook 2024-2025



The EDGE exists to create a Christ-centered community for those who are called to disciple their children through homeschooling.

We are a homeschooling cooperative (co-op) comprised of Christian families united voluntarily to meet the common goal of discipling and tutoring our children through enrichment education opportunities. We believe it is our responsibility to teach our own children while finding ways to enhance the lives of others that are on the same journey. We strive to be a light in the community and be the visible hands and feet of Jesus Christ.

CONTENTS

EDGE Core Values	3
Leadership Board	3
How to Get Involved	3
Community Group Information	4 - 8
Membership Activities	4
Website Information	5
Behavior Guidelines	5
Dress Code	6
Illness Policy	6
Conflict Resolution Policy	7
Statement on Marriage	8
Cooperative (Co-op) Policies, Responsibilities, and Information	9 - 16
General Policies and Information	9
Parent Responsibilities	9
Student Responsibilities	10
Teacher Responsibilities	11
Leadership Board Responsibilities	11
Building Use	12
Attendance Policy	13
Cancellation Policy	14
Discipline Policy	14
Homework Policy	14
Sexual Misconduct Policy	15
Accountability to Policies	17

EDGE Core Values:

- To serve and obey God by answering His call to homeschool our children.
- To serve one another within the co-op by providing tutoring and enrichment courses.
- To build Christ-centered character in our children through our teachings and examples.
- To bring up the next generation of strong Christian leaders and citizens.
- To establish a relationship with our community through outreach and service.
- To provide families with opportunities for learning about homeschooling and education through seminars, lectures, and workshops.
- To stress the importance of education at home within the family unit.

Leadership Board:

EDGE is led by a board of directors who serve over various areas or tasks. All board members are volunteers and are not compensated in any way for their time or services. In the event of a vacancy, a replacement is chosen by the current board members and presented to EDGE members for affirmation. The nominee must be approved by $\frac{2}{3}$ of the members. Board members may serve indefinitely but must be presented for re-approval every 3 years.

If you have any questions or concerns about anything that happens at EDGE, any of the board members would be happy to talk to you.

- **Executive Director** - Stephanie Gray
- **Attendance** - Krystle Duncan
- **Communications** - Delinda Summers
- **Curriculum** - Jacqueline Dotson
- **Community Events** - Hannah Favela
- **Field Trips & Service Projects** - Heather Wallis
- **Treasurer** - Jamie Ely

How to Get Involved:

All families must first join the Community Group. Families can join the Community Group at any time during the year by contacting the EDGE through our website.

Once you are a member of the Community Group, you can also choose to register for co-op classes. Co-op can only be joined during Open Registration which is generally in May, but may remain open until July if space is available.

Community Group Information

To join the Community Group, you must pay a \$20 website fee and fill out the registration form on our website. This fee will give you membership in our community group for one school year. You will have to renew annually during the registration period if you wish to continue your association. Once we receive your registration form and fee, you will have access to our website and all communications. This is how you can stay “in the loop” and be connected with other members.

Membership Activities:

Your membership in the EDGE community allows you to participate in various activities and events that we offer throughout the year such as:

- **Family Events**
We offer events for the whole family several times a year. In the past we have had potluck dinners, picnics in the mountains, talent shows, floor hockey, and bonfires.
- **Field Trips**
We try to schedule at least one field trip per month. We have gone to plays, local attractions and museums, caverns, hiking trips, fire station, baseball games, post office, and more. Some of our field trips are to help local ministries as well. We try to pick field trips that are free or affordable for our families.
- **Graduation Ceremony**
Seniors will have the opportunity to participate in an EDGE Graduation that will be organized and conducted by the EDGE. Parents are responsible for providing the student’s diploma from the school you are registered with. There is a set fee for cap and gown and other supplies that will be announced each fall in preparation of graduation for that coming spring.
- **Teen Events**
We try to have monthly theme nights for our 7-12 graders to fellowship and build friendships. These are usually hosted by one or more of our teens’ families and are lots of fun!
- **Parent’s Night Out**
These are scheduled occasionally to give parents a much deserved night out! We may have dinner at a local restaurant, meet for coffee, hang out at a member’s house, or have a craft or activity night. Parents who take the time to come, never regret it!

EDGE activities are for EDGE families. Out of fairness to paying members, please do not invite other homeschooling families who are not members to EDGE events without permission from leadership.

Website Information:

Once you have completed the online registration form and we have received your \$20 website fee, you will receive access to the members section of our website which has the following member resources:

- **Business Directory**
Members may list a business of their own or of an immediate family member. Please do not solicit business through the EDGE Membership Directory.
- **Calendar**
The calendar is the place to find any family events, field trips, teen events, etc that may be happening within our community. Members will receive a “Weekly Update” email each Monday with upcoming events.
- **Classifieds**
Members may list curriculum, household items, clothing, etc for sale within the community. All transactions are solely at the discretion of the buyer and seller.
- **Member Directory**
The membership directory is available only on the members section of the Website and is not available to the public. It is possible to opt-out during the registration process, but we ask if at all possible you allow your information to be included. **The directory is for member-use only.** Please do not share any information with anyone who is not an EDGE member. Misuse of the directory may result in revocation of your EDGE membership.
- **Photo Albums**
Members are able to share photos from field trips, events, co-op classes, etc in the photo albums on the website. These are only available on the members section of the website and are not available to the public.

Behavior Guidelines:

- All members are expected to behave in such a way that reflects Christian standards.
- All members must show respect by treating others the way they would like to be treated. Physical, verbal, or emotional harm or threats will not be tolerated and could result in dismissal from the EDGE group.
- All members must respect the facilities and property of field trip and event venues. This includes obeying any rules they may ask us to follow while we are there. Failure to comply may result in your family being asked to leave the field trip or event.

Dress Code:

Here at the EDGE, we strive to honor the Lord in all that we say and do. Our appearance is no exception. The goals in establishing this dress code include providing a safe environment, representing the EDGE in the community in a Godly manner, and preparing students for the future job responsibility of complying with work uniforms or dress codes. Here at the EDGE, we realize that there are many styles and kinds of clothing that are acceptable and honoring to the Lord, but to keep distractions to a minimum and help students learn to present themselves professionally we have established the following dress code.

Parents' full support of this dress code is required. You can do this by displaying a cooperative attitude to your students and by seeing that each student dresses in compliance before leaving the house.

This dress code is for **ALL** EDGE events (field trips, teen nights, family events, etc).

Guidelines for all Members:

- All pants or shorts must be neat and presentable with no tears, rips, or holes. Shorts must be longer than your fingertips when held straight down by your side. Leggings are allowed as long as they are worn with a shirt, skirt, or dress that is at least fingertip length.
- Shirts cannot have characters from TV shows or movies on them but may have prints, logos, graphics, and words. Shirts cannot say anything offensive. Shirts must completely cover the abdomen, back, and shoulders. No midriff or cleavage can be shown during any activity. No spaghetti straps, rips, or tears. Ladies, please check yourself for exposures when bending forward to help students with work.
- Shoes must be worn at all times. If a student is enrolled in PE, they must wear shoes that securely stay on the foot and that are comfortable for running or kicking a ball.
- No masks, capes, or any other "costumes" are allowed unless specifically permitted for a spirit day.
- Sweatshirts, hoodies, and jackets for winter cannot have characters from TV shows or movies on them but may have prints, logos, graphics, and words. These types of shirts may not say anything offensive. The hoods may not be worn in the building.

Failure to Comply:

Individuals that are not dressed in accordance with the stated dress code could be required to return home to change. The first offense will be a warning, but the second offense against dress code will result in an incident report being filed regarding the family.

Illness Policy:

No adult or student can attend any EDGE event when showing any contagious symptoms. Here are some general guidelines to follow on when to stay home:

- Fever within the previous 24 hours
- Vomiting or diarrhea with the previous 24 hours
- Coughing that disrupts normal activity
- Wheezing or shortness of breath

- Discharge in one or both eyes
- Questionable rash

If an adult or student shows up with any of these symptoms or develops symptoms during an EDGE event, your family will be asked to leave.

Conflict Resolution Policy:

Good relationships are a priority as we build community at EDGE. Treat others with respect. Do your best to be courteous, and to discuss matters constructively.

If you have a complaint or concern:

- Express it promptly. Keeping frustrations pent up can cause ill feelings and division, which decreases our effectiveness to work cooperatively.
- Please refrain from complaining or gossiping with others not involved in the situation. Concerns regarding class time, speak to the teacher. Concern regarding activities in EDGE at general, speak to the Leadership. Concerns regarding a student, speak to the parent.
- Speak in person (face to face or by phone call) to clarify the context of the problem and work toward a resolution. Leadership is willing to help with mediation on unresolved issues, but it is important to go to the person you have a conflict with first.
- Express your concern clearly. Make sure the person to whom you are expressing your concern knows all the details of the situation, exactly what you are concerned about, and why. Misunderstanding could lead to further problems and needless hard feelings.
- Regarding any and all conflict, EDGE Leadership will follow the Biblical models listed below for reconciliation and conflict resolution. We encourage all members to do likewise.
 - Matthew 18:15-16 - “If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.”
 - Ephesians 4:29-32 - “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.
 - Philippians 2:4 - “Let each of you look not only to his own interest, but also to the interests of others.”

Statement on Gender & Marriage:

EDGE believes that God creates each person as uniquely male or female, and that the Bible teaches that marriage is a covenant relationship between a man and a woman. We reserve the right to decline to admit or dismiss a student or family whose conduct, including the conduct of the student's registering adult, parent, or legal guardian indicates a disagreement with this belief.

Cooperative (Co-op) Policies, Responsibilities, and Information

General Policies and Information:

- Each family participating in the co-op classes must pay a \$190 registration fee. Depending on the courses chosen, there may be book fees that are due along with the registration fees. These fees are generally non-refundable and are to be paid in full by the last day of July.
- New co-op members must pay a fee for a background check on the parent who will be attending co-op weekly. Currently our background checks are good for 3 years, at which time adults will need to be re-checked.
- The co-op day begins with Assembly at 9:00am with the Pledge of Allegiance, a brief devotion, and announcements. Classes are 1 hour each beginning at 9:15am, 10:15am, and 11:15am. Co-op ends at 12:15pm.
- Students PreK-8th must be enrolled in all three hours of offered courses.
- Students must enroll in courses that align with the grade level they are enrolled in with your umbrella school. If you have a student who needs to take courses that are offered for a younger grade, you must request approval from Leadership. Students may not advance to higher grade levels except in the case of middle or high school students who have completed prerequisite courses (ex. A student took Pre-Algebra in 7th and is now ready for Algebra 1 in 8th grade)
- High School students are permitted to choose how many courses to enroll in. If a family is enrolling only high school students for 1 or 2 courses the family membership fee is waived and a \$85 per class fee is charged.
- Each family is responsible to attend all co-op days. Three absences are allowed for sickness or vacation without consequences, such as delayed registration or an incident report being filed.
- No adult or student can attend co-op when showing any contagious symptoms. (See Illness Policy)
- All members must show respect by treating others the way they would like to be treated. Physical, verbal, or emotional harm or threats will not be tolerated and could result in dismissal from the EDGE group.
- All individuals must respect the facilities, furnishings, and property of the Seymour Heights Christian Church. (See Building Use)
- By paying EDGE member fees, you are agreeing to follow all EDGE policies and expectations. Consequence of broken policies or failure to meet expectations could result in incident reports being filed against a family/individual and/or removal from the EDGE.

Parent Responsibilities:

- Parents are required to pass a criminal background check showing they have not been convicted of any sexual, neglect, or violent behaviors. Criminal conviction of any kind

will be reviewed by the Leadership Board. The Board has the right to deny membership to anyone who is found to be unsafe for our group.

- Parents are required to serve the EDGE by volunteering in some capacity all three hours. If the parent has a high schooler who does not attend all three hours, they must volunteer in some capacity during the hours that their high schooler attends. Those who volunteer as a teacher are permitted to have an hour of planning when possible.
- Parents who have been a member of EDGE for at least 1 year must be willing to teach a class if needed. Members who are pregnant and will give birth during the school year or who have a baby under a year old are exempt from teaching.
- Parents must stay at co-op at all times while their children are in attendance. Parents may not leave students at co-op with anyone unless it has been approved by Leadership.
- Parents take full responsibility for their children's safety and education. Neither the EDGE, the Leadership Board, nor Seymour Heights Christian Church are in any way responsible for injury or harm that may occur.
- Be responsible for your children getting co-op assignments completed on time and coming prepared for class. (see Homework Policy)
- Remember the co-op is only a launching pad for the week, so the success of your children's education depends on your responsibility to education your children at home.
- As a family, be responsible to review, understand, and comply with all EDGE policies including but not limited to dress code and homework. Failure to do so may result in an incident report being filed regarding your family.
- If a child who is not a part of the co-op visits, they must be with the supervising parent at all times.
- Children that are not in the legal custody of the member and need to be brought by the member on a regular basis may request permission to attend from the Leadership Board. These are approved on a case-by-case basis and generally require that the member be the full-time educator.
- Be responsible to arrive before the start of the Morning Assembly.

Student Responsibilities:

- Adhere to each teacher's policies, arrive prepared to class, and complete all assigned coursework on time. Take responsibility for your course work by getting work done on time and to the best of your ability. (See Homework Policy)
- Adhere to the policies and dress code of the EDGE. Failure to do so could result in an incident report being filed regarding your family.
- Honor teachers by being respectful in speech, attitude, and action.
- Use the restroom and get drinks before Morning Assembly or between classes.
- Leave skateboards, iPods, and hand-held video games at home. Cell phones should be out of sight and turned off during class.

- Do not be disruptive: i.e. talking out of turn, talking disrespectfully, habitually unprepared, intentionally not participating, or any other inappropriate behavior.
- If in the building, high school students must remain with parents during any off hours. However, with parental permission they may remain in their car on site. Students may not hang out in unsupervised areas with other students.

Teacher Responsibilities:

- Understand that the teacher role is to tutor the students by preparing lessons that will enhance their understanding of the course selected.
- Understand that this is a year long commitment to the EDGE. Please plan to be at all scheduled class meeting times. For unavoidable circumstances, you are responsible to properly equip your assistant with a planned lesson and notify the attendance coordinator about your absence.
- Prioritize attending Teacher Training, usually scheduled sometime in June. If you cannot attend for some reason, you must make arrangements to meet with the Director or another member of Leadership to go over information discussed and sign the Teacher Pledge.
- Have at least one backup lesson plan available at the EDGE.
- Be responsible to arrive on time to class prepared with a lesson plan.
- When the course requires, complete grading and reporting of grades in a timely manner.
- All homework assignments must be given in one of the following manners: on the class syllabus, by having students write down the assignment in their notebook, or by posting on the class website no later than Tuesday night.
- Communicate with parents about their student's work. If assignments are not turned in on time, please follow the Homework Policy that is included below.
- By signing the Teacher Pledge, all teachers agree to follow all EDGE policies.

Leadership Board Responsibilities:

- Must be in support of the EDGE's mission statement: The EDGE exists to create a Christ-centered community for those who are called to disciple their children through homeschooling.
- Must be in agreement that the EDGE supports Christ-centered character building and training. With this in mind, Board members must live a lifestyle that puts Christ first and foremost in their lives.
- Are committed to following, promoting, and supporting all EDGE policies. Therefore, they will follow the Biblical models as laid out in the Handbook to resolve conflict, treating one another with respect.
- Are to partner with one another to manage and facilitate EDGE business, assisting each other with tasks benefitting the co-op.

- Are expected to attend and participate in all Board meetings, as well as participate in EDGE functions whenever possible to lend support to the facilitator of the function.
- Are expected to make decisions that will benefit the majority of EDGE members and in no way bring harm or slander to the EDGE cooperative.
- Will respect the privacy of all EDGE participants and will hold all discreet matters in strict confidence without limit, regardless of position.
- Shall not be a participant, directly or indirectly, in any agreement, arrangement, investment, or other activity with any supplier, vendor or other party, in doing business with the EDGE which results or could result in a personal benefit.

Building Use:

Seymour Heights Christian Church graciously allows us to use their building each week. We are very thankful for their hospitality. Take time to greet the church staff with a smile and hello, or even a thank you, if you see them in the building. We want to be respectful of the staff and the facilities they allow us to use so that we may continue to use them for years to come.

- Please park in the lower parking lot and enter through the double doors. If you are coming in after Morning Assembly or mid morning, use the door to the right of the double doors that enters near the gym. All other doors will be locked.
- Please wear your name tag at all times in the building. This lets church staff know that you are with the EDGE.
- The elevator should only be used when absolutely necessary (mobility issues, strollers, etc). Students should never be in the elevator without an adult.
- Do not ask church staff to use the printer or copier in the church office. They have generously provided us space to use as an office, and we have our own printers/copiers.
- Do not call the church office for EDGE matters. They will not be able to help you. If you have an issue, please contact someone on the Leadership Board.
- Do not touch any instruments, sound equipment, audio/visual equipment, TV's, etc unless someone on Leadership has said it is OK. If in doubt, ask someone on Leadership first!
- Do not play with any of the games in the youth room or foundation area (basketball game, pool table, foosball, etc).
- Do not use any art supplies that may be found in the church. Students should bring their own supplies or teachers may store supplies in the EDGE office.
- Do not take any food or drinks from the kitchen or anywhere else in the building. Students should bring their own snack and water bottle.
- Do not allow students to run through the halls, slide down railings, climb on furniture, or get on the stage in the gym.
- Do not allow students to play with balls in the gym in the morning or at the end of the day.
- Please pick up any trash you see around the building or on the grounds. Also, clean up any messes that you or your children make.

- Please exit the building promptly at the end of the day to allow time for Leadership to clean up and lock the building by 1 pm. The church may need the building for other things so we cannot stay past our allotted time.

We want to leave the building cleaner than we found it. Third hour assistants are responsible for cleaning their classrooms at the end of the day:

- Return all tables and chairs to their correct locations.
- Wipe down tables, if needed.
- Make sure floors are clean, using a vacuum or broom when needed.
- Take the trash out and put it in the large trash can in the gym. A new trash bag should be on the door knob and ready for you to put in the can before leaving third hour.
- Erase white board and return EDGE markers, eraser, and hand sanitizer to cart in the gym. If markers or erasers are not marked with EDGE, leave in the room because they belong to the church.

Remember, we are guests of Seymour Heights Christian Church and incidents of behavior that are disrespectful to the church building or staff may result in a loss of privileges for the entire co-op.

Attendance Policy:

The EDGE distributes a calendar to all co-op members well in advance, letting you know which days will be school days and which days are co-op holidays. Since we meet only once each week, any absenteeism will have a negative impact on the student's education as well as the EDGE. Please realize that when a co-op day is missed, it's not just one day missed but an entire week's worth of education. Absences due to illness are understood and expected. We also understand that we are homeschooling and need some flexibility. However, being in the co-op is a privilege and a commitment. The Board asks that you plan and choose carefully any days you MUST be out.

- Each family is allowed 3 absences a year without consequences. If a fourth absence occurs, a meeting with the Director is scheduled in order to discuss your family's standing with the EDGE. It's prudent to save these days for sickness or unforeseen circumstances that may prevent you from attending. Parents who miss only 3 days or less will be rewarded with the ability to register early for the following year.
- Arriving on time to co-op is also a necessity. Parents who arrive after 9:00 am will be counted tardy. Students are not allowed to sign in for the parent. Once a family is tardy 3 times the tardies will be counted as one absence.
- As soon as a family knows they will not be able to attend co-op, the parent is responsible for notifying the Attendance Coordinator. This needs to be done in writing through either email or text.

- Attendance is based on the parent's attendance, not the kids or entire family. We are not a drop-off co-op and depend solely on the parent volunteering to teach and/or assist in order to operate. **A fellow co-op member cannot bring another member's children UNLESS it has been approved by leadership.** This approval happens on a limited basis because we need enough members at co-op in order to staff all classes appropriately. If approval is granted, an absence will still be counted for the member who is absent even though the students are present.
- For married couples who both teach, each teaching position must be filled by that couple in order to avoid an absence. For example, if a wife teaches one hour and she is absent her husband must teach her hour.
- Any family with excessive absences (more than 3 per semester and more than 6 per year) will have an incident report placed in their family file.

Cancellation Policy:

In case of inclement weather, EDGE will follow The King's Academy. If TKA is closed, EDGE will be closed. If TKA is delayed, EDGE will still meet as planned. Leadership will send notification as soon as possible via email and the EDGE website if we are closed.

EDGE will close if we have more than 20% of families out for illness or if we are unable to have at least 2 adults in each classroom. Leadership will send notification as soon as possible via email and the EDGE website if this is the case.

If we are closed, students must check in with their teachers and continue to work as stated on the class syllabus.

Discipline Policy:

Each teacher has their own classroom rules and the authority to enforce those rules with their students. In general, if an adult corrects a student and the student responds in a respectful manner and corrects their behavior, no further action is necessary.

If a student continues to be disrespectful and does not correct their behavior, or if the behavior is more serious (destruction of property, inappropriate language, physical violence, etc) then the teacher will notify the parent via email or phone call. The parent should address the behavior and implement consequences at home.

If the parent does not address the behavior, or if it continues anyway, the teacher should involve Leadership to help resolve the issue. If the behavior continues there may be an incident report filed or the family may be asked to leave co-op.

Throughout the process, all parties involved should adhere to the guidelines laid out in the Conflict Resolution Policy.

Homework Policy:

All homework assignments must be given in one of the following manners: on the class syllabus, by having students write down the assignment in their notebook, or by posting on the class website no later than Tuesday night. All homework must be given out no later than Tuesday night. Communication is the key to successfully working together to make sure students are effectively educated. With class times only being an hour a week, homework is essential in credit courses and other courses as well. Students must take responsibility to complete their work in a timely manner. They must also be prepared for the consequences if the work is not completed, or if there is evidence of cheating or plagiarism. It is the responsibility of the teachers to keep the director informed of homework issues.

- The 1st time the student doesn't have their homework completed properly the teacher will speak to the student and send a private email to the parent making the parent aware of the assignment and their student's lack of completing it. The work must then be completed and turned in the following class. Parents please implement consequences at home as you deem necessary.
- The 2nd time the student doesn't complete their homework properly the teacher will need to speak with the parent and student in person when possible, or by phone if necessary. (12:15 is a good time for this). This should be a brief time for parent and teacher to support one another and communicate to the student what their responsibility is and the importance of completing their work. Parents please implement consequences at home as you deem necessary.
- The 3rd time the student doesn't complete their homework properly, there will be an incident report filed and a meeting with the EDGE Director, teacher, parent, and student will be set to resolve the issues. At this time the situation will be discussed and the consequences could affect the student's enrollment in the course.

Sexual Misconduct Policy:

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct.

Standard of Conduct: All parents of The EDGE are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the Co-op's policy will be dealt with swiftly and may include disciplinary measures up to and including membership termination, as well as legal ramifications when applicable. Child safety is our priority!

Definitions:

Child Sexual Abuse- any sexual activity with a child in any setting. The abuser may be an adult, an adolescent or another child, provided the child is four years older than the victim (National Resource Center on Child Sexual Abuse, 1992)

Sexual activity- may be violent or non-violent, touching or non-touching, and is an exploitation of a child's vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct- inappropriate behavior relating to or involving a sexual nature.

a) Criminal Background Check

1. All adults involved with the EDGE Co-op will sign a release for Criminal Records Check and undergo a criminal background check prior to any activity with the EDGE.
2. No adult ever convicted of a sexual or violent related crime is eligible to work with children in any capacity.

b) Policies

1. Two Adult Rule - minimum of two adult members in any setting or activity regarding children is required.
2. All adult members will wear EDGE IDs.
3. All adults are responsible to address suspicious behavior or any behavior that may be contrary to EDGE policy and to document and report such occurrences to the proper authorities.

c) Reporting Procedures

1. No accused will be addressed by anyone other than the EDGE Director until the safety of the child or victim is secured.
2. All allegations must be taken seriously.
3. All allegations should be reported to the EDGE Director immediately.
4. The EDGE Director will notify the parents or legal guardian.
5. All situations will be handled forthrightly with due respect for the people's privacy and confidentiality.
6. Full cooperation will be given to civil authorities when applicable.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

d) Investigation of an Allegation

1. All allegations will be investigated expeditiously by established authorities.
2. Any accused volunteer will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including membership termination.

4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

Accountability to Policies

The EDGE Leadership Board has the right to deny membership or revoke membership to any family who does not comply with EDGE policies. Failure, by students or adults, to follow policies could put your family membership in jeopardy. The policies of the EDGE are to be taken seriously and to be respected. When policies are blatantly disregarded verbally or physically there will be an incident report that documents the individual's offense, placed in the family's file. After two incident reports the family's membership will be reviewed by the Leadership Board. If the Board deems it necessary to revoke the family's membership, the family must return all EDGE books or other loaned items before leaving. The EDGE is not responsible for refunding fees, loss of educational opportunity or any hardship this dismissal may cause. If the family is allowed to stay, a probationary time will be given at which point if there are additional incident reports filed the family's membership will be revoked automatically. The Board also retains the right to deny registration renewal in future years.