

# STUDENT HANDBOOK 2024-2025



## WHAT'S INSIDE

- The MAEF Public Charter School, Inc. Student Handbook is a guide designed to help students and parents understand the school's policies, procedures, and expectations. It serves as a comprehensive resource for everything from academic guidelines to behavioral standards, ensuring that everyone in the school community is on the same page. Inside, you'll find detailed information on attendance requirements, dress code, extracurricular activities, and support services available to students. The handbook also outlines the rights and responsibilities of students, promoting a respectful and inclusive environment where every individual can thrive. By adhering to the guidelines set forth, students can contribute to a positive and productive school culture, paving the way for academic success and personal growth.

## About ACCEL Academy



### **Accel Academy Mission Statement**

The mission of Accel Academy is to connect students'-gifts and passions through personalized learning pathways to build students' academic skills, professional mindsets, and social and emotional well-being so they are prepared for college and careers.

### **Accel Academy Vision Statement**

Accel Day and Evening Academy will re-engage and inspire youth- to unlock their academic potential, graduate high school as lifelong learners, and be ready for college, careers, and civic life.

### **Our Core Values**

Achievement, Care, Collaboration, Empowerment, Lifelong Learning

### **What Is a Charter School?**

Charter schools are public schools of choice that have greater flexibility in implementing teaching methods and philosophies. A charter school operates according to the terms of a charter, or contract, that has been approved by a local and state board of education. The charter school may request waivers from specific provisions of Alabama state law and any state or local rule, regulation, policy, or procedure relating to schools in the school district. In exchange for this flexibility, the charter school is bound by contract to be held accountable for meeting the performance-based objectives specified in the charter.

**MAEF Public Charter Schools, Inc. Executive Leadership**

Jordan Jones- *Chairman*

Mark Spivey- *Treasurer*

Rev. Charlotte Green- *Secretary*

Richard Perry- *Immediate Past Chairman*

Lance Covan- *Board Member*

Ebony Milton -*Board Member*

Robert McGinley, Jr. - *Board Member*

Henry O'Connor, III- *Board Member*

Ronnie Stallworth Sr. - *Board Member*

Sarah Stashak- *Board Member*

Denisha Triplett- *Board Member*

Kim Wiggins- *Board Member*

**MAEF Public Charter Schools, Inc. School Leadership**

Dr. Marlon Firlie- *Superintendent*

Joy Gould- *Preparatory Principal*

Derek Hall- *Academy Principal*

Clarence Anderson- *Preparatory Asst. Principal*

Vinson Bradley- *Preparatory Asst. Principal*

Kimberly White- Harris- *Academy Asst. Principal*

Michael Laughlin- *Academy Asst. Principal*

Kim Ray- *Preparatory Counselor*

Ykenna James- *Preparatory Counselor*

Joel Benson- *Academy 9th Grade Counselor*

Rachael Davis- *Academy 10th-12th Grade Counselor*

Jeffery Pope- *Athletic Director*

**Location**

Accel Academy

3725 Airport Blvd. Suite 161

Mobile, Al. 36608

**Contact Information**

**Main Office:** 251- 301-0050

**Email:** [rocketreference@accelacademymobile.com](mailto:rocketreference@accelacademymobile.com)

**Website:** [www.accelacademymobile.com](http://www.accelacademymobile.com)

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**Student Handbook Acknowledgment Form**



## **A Message from Our Superintendent**

Greetings! It is a great honor for me to serve as the Superintendent of MAEF Public Charter Schools. Our primary goal as we embark on this journey is to dedicate all our resources and efforts to supporting both our students and parents.

MAEF Public Charter Schools, Inc. has a rich history as a network, and we are fully committed to striving for excellence daily, surpassing the existing standards. I kindly request the best scholars, parents, faculty, staff, and community members to be patient and supportive as we work towards providing our students with the finest education. Your support in preparing our scholars for future success in the workforce or college is crucial. Together, we will exceed our objectives and celebrate our accomplishments.

Let us remember that we are united in this endeavor, and our strength lies in our unity. By continuing to collaborate and building upon our past achievements, we can shape a bright future together. Thank you for becoming part of our community. Our focus remains on Excelling at Accel as the Rockets Soar into Excellence.

Sincerely,

Marlon Firle, Ed.D  
Superintendent



## A Message from Accel Academy Principals

Dear Parents, Guardians, and Students;

The administrators, teachers, and staff of Accel Academy are pleased to welcome you. We look forward to working with you, our students, and their families. We aim to help each student reach the high standards established for our schools.

This handbook will support us as we work together to provide high-quality educational programs for all our students. The handbook contains essential information about our schools and can serve as a valuable reference throughout the school year. Please read the handbook and be sure to save it.

The handbook is important because it:

- Explains many of the policies and procedures.
- Describes the Code of Conduct, including how students are expected to behave toward their teachers and classmates, and the consequences for not meeting these expectations.
- Outlines how families can support their child's learning at school and at home.
- Describes the rights of students and their families, such as:
  - The right to be treated equally regardless of race or disability,
  - The right to privacy regarding student records, and
  - Guidance on what to do if they believe their rights have been violated.
- Provides helpful information on many topics, including attendance, health services, and more.
- It also includes useful tools such as the Directory of Accel Academy, a problem-solving checklist, educational resources for students and families, and the school year calendar.

**Every policy and procedure we have in place is geared towards one singular goal:** to assist each student in reaching high academic standards within a safe, respectful, and positive learning environment. We are committed to this goal and believe that together, we can achieve it.

Sincerely,

Mrs. Joy Gould  
Network Principal (Grades 6-8)

Mr. Derek Hall  
High School Principal (Grades 9-12)

# 2024- 2025 School Year Calendar

## Accel Day and Evening Academy

### 2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<div style="background-color: #ff0000; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></div> School Closed	<div style="background-color: #ffff00; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></div> Employee Planning (no school for students)	<div style="background-color: #00ff00; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></div> First and Last Day of Quarter
<div style="background-color: #d9d9d9; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></div> Individualized Learning/Work Development & Staff Planning	<div style="background-color: #ffff00; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></div> 8th Grade Crossover	<div style="background-color: #d9d9d9; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></div> C/O 2025 Graduation
<div style="background-color: #cccccc; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></div> J-Term		

Jul 29 - Aug 2	Employee Planning (no school for students)
Aug 5	First Day of School for 1st Semester
Aug 9, 16, 23, & 30	Individualized Learning/Work Development
Sep 2	Labor Day - School Closed
Sep 6, 13, 20, & 27	Individualized Learning/Work Development
Oct 10	End of 1st Quarter
Oct 14	Start of 2nd Quarter
Oct 4, 10, 11, 18, & 25	Individualized Learning/Work Development
Nov 1, 8, 15, & 22	Individualized Learning/Work Development
Nov 11	Veteran's Day
Nov 25-29	Thanksgiving Break
Dec 6, 13 & 20	Individualized Learning/Work Development
Dec 19	End of 2nd Quarter
Dec 23 - Jan 3	Christmas Break
Student Days:	176
Staff Days:	187

Jan 6	1st Day of Second Semester
Jan 10, 17, 24, & 31	Individualized Learning/Work Development
Jan 20	MLK Day (School Closed)
Feb 7, 14, 21, & 28	Individualized Learning/Work Development
March 3 - 7	Mardi Gras Break
Mar 14, 21 & 28	Individualized Learning/Work Development
Mar 13	End of 3rd Quarter
Mar 17	Start of 4th Quarter
Apr 4, 11, & 18	Individualized Learning/Work Development
Apr 21 - 25	Spring Break
May 2, 9, & 16	Individualized Learning/Work Development
May 8	8th Grade Crossover
May 14	C/O 2025 Graduation
May 22	Last Day for Students
May 23	Employee Planning (no school for students)
May 26	Memorial Day
June 2 - 18	J-Term
June 19	Juneteenth

## Hours of Operations

### **ACCEL Preparatory (Grades 6-8)**

Monday - Thursday 7:20AM-3:20PM

### **ACCEL Day Academy (Grades 9-12)**

Monday - Thursday 7:30AM-3:30PM

### **ACCEL Evening Academy**

Monday - Thursday 3:30PM- 6:30 PM

## Weekly School Schedules

### Middle School Schedule

Homeroom	7:20 - 7:30
1st Period	7:30 - 8:30
2nd Period	8:35 - 9:35
3rd Period	9:40 - 10:40
4th Period	10:45 - 12:10
5th Period	12:15 - 1:15
6th Period	1:20 - 2:20
Advisory	2:25 - 3:20

## High School Schedule

WIN/HR	7:25-7:35 (10)
1st	7:40-9:00 (80)
2nd/INT	9:05-9:50 (45)
<b>3rd</b>	9:55-11:15 (80)
<b>4th</b>	11:15-1:00 (80)
	1st Lunch 11:15-11:40
	2nd Lunch 11:55-12:20
	3rd Lunch 12:35-1:00
<b>5th</b>	1:05-2:25 (80)
<b>Advisory</b>	2:30-3:45 (75)

# Policy and Procedures

## I. STUDENTS

### SECTION I

#### Introduction

Discipline in our schools helps to prepare youth to be active citizens in our democratic society. Schools must establish discipline policies and procedures to teach respect for authority and to maintain learning conditions free from distractions and misbehavior.

Creating a school environment that allows for meaningful and effective learning experiences requires efforts by parents/guardians, students, and school personnel. School administrators and teachers are responsible for ensuring that the school's rules and regulations are carried out consistently, promoting fairness, honesty, and genuine concern for the school community.

The Board of School Commissioners of MAEF Public Charter School Accel Academy firmly believes that self-discipline is a cornerstone of a democratic society. Self-discipline is developed through a progressive learning process. Effective discipline must be directed toward improving self-control and providing corrective guidance rather than punishment. Behavior and discipline policies must demonstrate the need for maintaining a proper atmosphere for learning within each school.

The **Code of Alabama**, Section 16-28-12: (states in pertinent part)

A. Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the

pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal, teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child shall be prima facie evidence of the violation of this section.

B. Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. A copy of this section shall be included in the written policy. The student's signature and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

C. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to attend the school or tutor regularly or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or designee shall report suspected violations to the district attorney within ten (10) days.

## **SECTION II ADMITTANCE/ ENROMMENT REQUIREMENTS**

Any student who initially enrolls in ACCEL Day and Evening Academy shall be required to present the following documents:

- An official birth certificate;
- Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
- Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
- Proof of legal guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

ACCEL is a “start-up” Charter School pursuant to Alabama Code §§ 16-6F-1 et al. ACCEL has “open enrollment,” meaning the school shall set its enrollment parameters accordingly:

1. Students must reside in Alabama to attend;
2. Admission shall not be limited based on ethnicity, national origin, religion, gender, income level, disability, proficiency in the English language, or academic or athletic ability;
3. Admission may be limited to students within a given age group or grade level and may be organized around special emphasis, theme, or concept as stated in the school’s charter application, but fluency or competence in theme may not be used as a standard;
4. The school shall enroll all students who wish to attend the school, unless the number of students exceeds the capacity of the facility identified in its current charter contract, available upon request;
5. If the School enrollment exceeds capacity, it shall use a random selection process to select students. Initially, students that reside in Mobile County, Alabama will receive preference and be enrolled based on law, then a random selection process will occur at a public meeting to fill all remaining spaces.

**NOTICE: McKinney-Vento Homeless Assistance Act of 2001**

All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of ACCEL Day and Evening Academy and who are homeless, in foster care, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- Residency requirements
- Lack of social security number

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunizations
- Legal custody requirements
- Transportation
- Language barriers
- Disabilities

If a student desiring enrollment is identified as a homeless student, according to the definition as described in Title VII B of the McKinney-Vento Homeless Assistance Act, the homeless student shall be enrolled, eligible for free meals, and transportation needs will be determined. Enrollment of a homeless student shall not be denied or delayed due to any reason related to their homelessness.

- **NOTE: THIS IS FOR INFORMATION PURPOSES PRIMARILY. All students, including homeless students, are entitled to a free public education. ACCEL is a public charter school without a designated “district.”**

**Resolution of Disputes for Homeless Students:** Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the ACCEL Day and Evening Academy providing a public education to a homeless individual, who may be eligible or designated as a homeless student, shall follow the following procedure:

- Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review. The Homeless Liaison shall be notified of the dispute by the Director of Attendance and/or the Transportation Department. A resolution of the dispute will be facilitated by the Homeless Liaison in accordance with McKinney-Vento Act requirements as expeditiously as possible, but no later than five (5) school days. A written explanation of the decision shall be provided to the parent, guardian or unaccompanied youth by the Homeless Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent’s designee. In the event the dispute cannot be resolved at ACCEL, the parent, guardian, or unaccompanied youth may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent at the

Alabama Department of Education. The Assistant State Superintendent, or other designee, will address the issues in the dispute within ten (10) days from the receipt of a written request for resolution.

- The Assistant State Superintendent, or other designee, may, if the issue is not resolved in the written review, assign members of the Alabama Department of Education to make an on-site visit to further clarify and resolve the issue. All complaints must be resolved within 60 days unless given written explanation.
- The State Superintendent of Education will review, hear, and rule on grievances from students or the local board of education that have not been resolved by the Assistant State Superintendent or other designee. The decision of the State Superintendent shall be final.

*Reference(s): No Child Left Behind Act of 2001, Act 2016-297 (HB168), Title VII-B of The McKinney-Vento Homeless Assistance Act of 2001*

### **Change of Address**

If a student's residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian should complete a change of address form, accompanied by new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address. This form should be returned to the Main Office.

### **Custody**

Parents are encouraged to provide the school a copy of all court order(s) regarding the custody of the child. Accel Academy personnel may request custody documentation should a question arise. Student enrollment forms, as well as other official documents of the school should be signed by the natural parent or guardian with whom the child resides. The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Alabama, unless there is a valid court order directing the school not to divulge such information. If such an order exists, a copy must be presented to the principal. Updated custody agreement forms should be on file with Accel Academy at all times. Restricted pick-up of any parent or guardian will only be adhered to with evidence of court ordered documents or a current custody agreement stating pick-up or visitation are restricted.

### **Grade Placement**

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made.

### **Verification of Residency**

A school system employee or designee may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full time. Schools may request a parent/guardian provide proof of residency if: (1) mail is returned from the student's address of record; (2) a student's attendance record indicates a pattern of absences, tardies; or (3) other circumstances are presented that place the school on notice that the address of record is invalid/inaccurate for the student.

### **Withdrawal from School**

At the time of withdrawal, students must return all resources, such as devices, library books, and other school-owned items. Any such items not returned, for which the student is responsible, must be paid before any records can be released. The school may withhold grade reports, diplomas, and/or certificates of progress until all school-owned items have been returned in good order and/or restitution is made for damaged school-owned materials.

When students transfer or withdraw from school, parents(s)/guardian(s) are required to come to the school and sign the necessary forms. A 48-hour period is necessary to process all withdrawal paperwork. Students' grades and transcripts will not be released until all accounts are cleared. In situations where a custodial parent enrolls a child in school, that same parent should be the person who withdraws the child from school. However, the custodial parents who enrolled the child in school may give certified written permission to the school to allow a non-custodial parent to complete withdrawal procedures. Accel Academy may withdraw a student without parent/guardian permission as required and permitted by the Alabama State Board of Education Rules.

The options for the placement of homeless students are (1) continued enrollment in the school attended prior to homelessness; or (2) enrollment in any school that non-homeless students who live in the attendance area where the homeless student is presently living are eligible to attend. The placement decision shall be made according to the best interest of the homeless student. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the

extent feasible, school administrators shall comply with any placement request made by a parent or guardian. A homeless student enrolled pursuant to these provisions shall not be denied services offered to other students in the school.

### **SECTION III**

#### **GRADUATION REQUIREMENTS**

All students entering the 9th grade are required to complete course requirements for graduation as specified by the Alabama State Board of Education and the ACCEL Day and Evening Academy. The Superintendent will produce a widely disseminated publication that describes requirements for all diplomas and certificates awarded by ACCEL Day and Evening Academy.

Publications describing graduation requirements for students shall describe types of diplomas and endorsements by graduating class/year/cohort, total credits and assessments required, core course requirements, elective course offerings, and the process for earning weighted credit when appropriate. Additionally, such publications shall describe courses and/or procedures by which students may earn credits toward graduation prior to grade 9 and procedures for the validation and/or acceptance of credits for students transferring into ACCEL Day and Evening Academy.

#### **A. PARTICIPATION IN GRADUATION CEREMONIES**

ACCEL Day and Evening Academy will design and implement graduation ceremony exercises. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

- Senior regular education and special education students who earn any Alabama high school diploma are eligible to participate in the graduation ceremony (March).
- Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Graduation Certificate.
- Students who meet all requirements after their designated graduation date may participate in the next graduation ceremony/exercise.

#### **B. CLASS RANKINGS AND HONOR GRADUATES**

**Ranking of Students:** Rank-in-class is an indication of the student's academic standing in relation to that of the other students in the class. Grades in the identified course levels shall be weighted and grade point averages determined.

The procedures for ranking students are as follows:

- Tentative rank will be made at the end of the eleventh grade and final rank at the end of second semester of the senior year after fourth quarter exams are administered and grades are averaged.
- The top ten (10) students will be advised of their ranking at the end of their eleventh-grade year.
- The top ten (10) positions may be filled by more than 10 students in the case of ties for any positions.
- Letter grades (A, B, C, D, F, and NC [not clear = F]) for all subjects will be used in computing the grade point average.
- All students within a grade level shall be included in determining class rank.

**Valedictorian and Salutatorian Selection:** To be considered for Valedictorian or Salutatorian, the student must receive the Diploma with Advanced Honors Endorsement. The student with the highest-grade point average will be the Valedictorian of the graduating class. The student with the second highest grade point average will be the Salutatorian. In the case of a tie in either position, students will be declared Co-Valedictorians/Co-Salutatorians. The grade point average will be carried to five decimal places with no rounding.

The criteria for selecting Valedictorian and Salutatorian are as follows:

- Valedictorian and Salutatorian will be determined at the end of the second semester of the senior year after fourth quarter exams is administered and grades are averaged using the "Rank-in-Class" procedures.
- Out-of-school transfer students must be enrolled in the current school starting with the first semester of the junior year and complete three (3) consecutive semesters in ACCEL Day and Evening Academy prior to ranking to be considered for Valedictorian and Salutatorian.
- All students must take a full schedule (maximum course load) each year for four (4) years to be eligible.

### **C. STUDENT PROMOTION AND RETENTION**

It is suggested that students in danger of failing be presented to the school's problem-solving team for consideration of possible intervention strategies.

**Grades 6-8:** Students in grades sixth through eighth must pass the following: reading (6th grade only), language arts, mathematics, science, and social studies with a yearly average of 60 (D) or higher.

**Grades 9-12:** For students to be permitted to move to the next higher-grade level, the following standards must be met:

- 9th Grade — students who have successfully completed middle school.
- 9th to 10th Grade — students who have earned six (6) Carnegie units will be classified as tenth graders.
- 10th to 11th Grade — students who have earned twelve (12) Carnegie units will be classified as eleventh graders.
- 11th to 12th Grade — students who have earned eighteen (18) Carnegie units and are able to complete all graduation requirements within the school year will be classified as twelfth graders.

**D. Special Education Students:** Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement, i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

## **SECTION IV**

### **STUDENT CONDUCT AND SUPERVISION**

All students enrolled in ACCEL Day and Evening Academy shall be subject to federal and state laws, regulations of the State Board of Education (if applicable), the rules and policies of ACCEL Day and Evening Academy and the Code of Student Conduct (or Student Handbook), and shall be under the control and direction of the principal or designee during the time they are attending school or a school-sponsored activity, and during the time they are

on ACCEL Day and Evening Academy premises for school attendance and authorized activities.

The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.

The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

The Code of Student Conduct and any revisions shall be approved and adopted by ACCEL Day and Evening Academy. The Code of Student Conduct shall:

- Be developed with input from ACCEL Day and Evening Academy members, appropriate grade level teachers, school personnel, school administrators, students, and parents;
- State grounds for disciplinary action procedures and the rights of students;
- Be distributed to all ACCEL Day and Evening Academy teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment; and,
- Be filed in the Superintendent's office and in the office of the school principal.

The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the Code of Student Conduct upon enrollment. Parents/guardians and students shall acknowledge receipt of and acceptance of the Code of Student Conduct upon enrollment.

## **A. PHYSICAL RESTRAINT AND SECLUSION**

**Policy Purpose:** ACCEL Day and Evening Academy acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals. The purpose of this policy is to ensure that physical restraint is

administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.

ACCEL Day and Evening Academy places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and staff, as well as the care, safety, and welfare of our students.

**Definitions:**

1. **Physical restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.
2. **Chemical restraint** is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. **Mechanical restraint** is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement, and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

4. **Seclusion** is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.
5. **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
  - The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
  - The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
  - The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
  - The time-out space is free of objects that unreasonably expose the student or others to harm.

**Prohibitions:** The use of physical restraint is prohibited in ACCEL Day and Evening Academy and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in

which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in ACCEL Day and Evening Academy and its educational programs.

The use of chemical restraint, mechanical restraint, and the use of seclusion are prohibited in ACCEL Day and Evening Academy and its educational programs.

**Requirements:**

- The school's principal or his/her designee and the educational program of the school that utilizes physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program that addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. The school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.
- The school's principal or his/her designee and educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
- The school's principal or his/her designee and educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the school and for gathering/reporting data to ACCEL Day and Evening Academy and to the Alabama Department of Education annually. The use of physical restraint will be monitored by the school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.

- The school's principal or his/her designee and educational program that utilizes physical restraint shall ensure that following an incident of restraint or seclusion of a student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.
- The school's principal or his/her designee and educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.
- The school's principal or his/her designee and educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.
- Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the school's website and student handbook/code of student conduct will contain the following statements:
  - As a part of the policies and procedures of ACCEL Day and Evening Academy, the use of physical restraint is prohibited in the ACCEL Day and Evening Academy and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral

interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in ACCEL Day and Evening Academy and its educational programs.

- The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel that could result in a removal of the student by such personnel.
- Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

**Clarifications:**

- Nothing in this policy shall be construed to interfere with the school's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.
- Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the law.
- Nothing in this policy shall be construed to prohibit the school or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
- Nothing in this policy shall be construed to prohibit the school or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
- Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.

- Nothing in this policy shall be construed to create a criminal offense or a private cause of action against the Board or its agents or employees.
- Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights of school personnel to seek assistance from law enforcement and/or emergency medical personnel.

## **SECTION V**

### **INTERROGATIONS AND SEARCHES**

**Search of Property:** ACCEL Day and Evening Academy acknowledges the implications of constitutional law

in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the Board.

The school is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening of lockers or desks for other reasons, the following shall apply through ACCEL Day and Evening Academy:

- Desks, lockers and other equipment at school belong to the school and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some object, item, article, substance or other material is contained therein which is illegal, harmful to the safety of the student or the student body as a whole, or significantly disruptive or dangerous.
- Vehicles driven by students and parked on school property are subject to search with or without the consent of students.
- Any items which are specifically prohibited by law, by ACCEL policy, or by fair and reasonable school regulations may be impounded by school officials. Such prohibited items shall include but not be limited to the following:
  - Any weapons;

- Drugs of any sort;
- Alcoholic beverages;
- Pornographic or otherwise obscene material; or
- Any other object, controlled substance or material that would be a violation or evidence of a violation of federal or state law, of ACCEL policy, or of the school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

**Search of a Student's Person:** The School authorizes the Principal and the Principal's designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the School's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

An authorized school official may search a student, or the student's belongings based upon information received from a reliable informant. Individuals, other than the school's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating related to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student

or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. The school exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

**Interrogation:** A student enrolled in ACCEL Day and Evening Academy shall not be interrogated by any non- school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three (3) choices:

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.
- He/she may talk with the officers either in or outside the presence of a school official.

No student shall be removed from the school without a warrant or petition being officially served.

#### **A. USE OF VIDEO SURVEILLANCE EQUIPMENT**

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, ACCEL Day and Evening Academy may use surveillance equipment on properties owned and/or maintained by the school system.

Video surveillance equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, etc. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and surveillance data, and on applicable laws related to the use of surveillance equipment. Equipment may be used in classrooms with the written request of the teacher.

The school shall establish a system for maintenance and storage of equipment and surveillance data. Equipment and surveillance data shall be stored in secure places with access by authorized persons only.

### **B. USE OF METAL DETECTORS**

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, ACCEL Day and Evening Academy may employ the use of metal detectors.

### **C. UNANNOUNCED VISITS BY LAW ENFORCEMENT**

To provide and maintain a safe and secure environment for students, staff, and visitors, ACCEL Day and Evening Academy supports the requirement to permit law enforcement agencies to make periodic, unannounced visits to the school. Such visits shall be for the purpose of detecting the presence of illegal drugs or warrants. Such visits shall be unannounced except to the superintendent and principal.

### **D. USE OF CANINE LAW ENFORCEMENT**

In order to maintain a drug-free school and deal with problems associated with illegal drug use and drug trafficking, ACCEL Day and Evening Academy allows law enforcement officials to make periodic, unannounced visits to the school to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

In implementing the use of drug-sniffing dogs, the following guidelines will be followed:

Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, the principal will use reasonable care in the search process.

Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in schools.

In the search for drugs, drug-sniffing dogs will be handled by trained dog-handlers under the supervision of the principal or designee and appropriate law enforcement official.

Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

## **SECTION VI**

### **STUDENT POSSESSION OF DEADLY WEAPONS**

ACCEL Day and Evening Academy Policy, in keeping with state and federal law, prohibits all persons other than authorized law enforcement personnel from bringing or possessing any deadly weapon in the following circumstances:

- In any school building
- On or near school grounds or property
- On a school bus traveling to or from school or any school activity, function, or event, or any other school-sanctioned or authorized vehicle for transportation.

Under Alabama law, possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury. Such a term includes, but is not limited to, a pistol, rifle or shotgun; an explosive or incendiary device; a switchblade knife, stiletto, sword, or dagger, or any club, baton, blackjack, bludgeon, or metal knuckles.

#### **Weapon Facsimiles and Replicas**

Nonworking facsimiles and replicas of weapons, including guns which shoot pellets, and other similar objects are prohibited on or near school grounds, in school buildings, in school buses, and in private student vehicles on school grounds. If the object cannot reasonably be considered a “deadly weapon,” but still could create anxiety, panic, police intervention and disruption of school by their appearance, school officials will consider the nature of the object and the context of its use or display in classifying the offense and assigning consequences. Penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the board that the person does not represent a threat to the safety of any student or employee of the school.

Discipline of ACCEL Day and Evening Academy students with disabilities who violate this deadly weapons policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

If pursuant to a ACCEL Day and Evening Academy hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities and such violator(s) have satisfied all other requirements imposed by the board as a condition for readmission.

## **SECTION VII**

### **EXPULSION**

Expulsion is reserved for extraordinary circumstances, including but not limited to circumstances where a student's conduct posed or continues to pose a danger to the safety and well-being of themselves, other students, school personnel, or any other person lawfully on school property, attending a school function, or on school-provided transportation.

When the Principal determines that an expulsion may be warranted, the student may be removed from class and/or school immediately if the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. The Principal or his/her designee shall give reasonable notice to the student and the student's parent(s)/guardian(s) of their right to a fair hearing.

At the hearing, the student shall have the right to be represented by counsel or advocate (at the student's/parent's expense), the right to question witnesses against him/her, and the right to present witnesses and other evidence on

his/her behalf. The Board's designee shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The Board's designee or the hearing officer shall be authorized to hear testimony and request documents in conjunction with the proceeding before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Board's designee. The report of the hearing officer shall be advisory only, and the Board's designee may accept all or any part thereof.

If the parent(s) /guardian(s) are not satisfied with the decision of the Board's designee, they may file a written appeal to the Board of Directors via the Principal within five business days of the date of the decision of the Board's designee. The Board may adopt in whole or in part the decision of its designee and will make its decision based solely upon the record before it.

Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct/Student Handbook; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The ACCEL Day and Evening Academy is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

## **A. STUDENT GRIEVANCES**

Whenever an ACCEL Academy student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

### **Definitions:**

- **Complaint** shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.

- **Complainant** shall mean any individual student or parent, directly affected by the alleged misinterpretation or violation, filing a complaint.
- **Faculty/Staff and Administration** shall mean the employees of the ACCEL Board of Directors or representatives under the direct supervision of an employee of the board.
- **Day** shall mean a school/academic day.
- **Time Limits:** The number of days indicated at each level is to be considered the maximum.
- Time limits may be extended by mutual agreement between the parties.
- **Released Time:** The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

### **Complaint Procedure**

- **Informal Discussion:** If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee, in which case the complainant shall report to a person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- **Level One:** The student or parent filing the grievance shall complete the ACCEL Academy Grievance Report (attached and/or in possession of the principal). The report shall be submitted to the principal or his/her designee. The principal or his/her designee shall conduct an investigation in a timely manner. The principal or his/her designee's decision shall be reduced to writing and presented to the student and/or parent. In no event, shall an appeal to Level Two be allowed without the involvement of the principal or his/her designee. The principal or his/her designee shall document his/her involvement with the problem.
- **Level Two:** In the event the problem is not resolved at Level One, the student/parent may file an appeal in writing with the Superintendent by completing the ACCEL Academy Grievance Report (attached and/or in possession of the Superintendent's office). Such appeal shall be presented within ten (10) days of the Level One decision. The Superintendent shall

request a conference with the aggrieved or render a written decision within ten (10) days from the receipt of the grievance.

- **Board Appeal:** In the event the problem is not resolved at Level Two, the student/parent may request the Superintendent to schedule a hearing before the Board. The Board shall issue a decision within forty-five (45) days after the hearing. The aggrieved person may select a representative to accompany him/her, may state the facts in written form, and may request a written decision.

Confidentiality will be provided to the extent possible to any student or affected party who requests such, especially in instances of alleged discrimination or harassment.

## **SECTION VIII**

### **STUDENT CHECK OUTS**

No student shall be permitted to leave the school grounds during the school day for school business/activities without the principal's/designee's prior approval or consent from the student's parent(s)/legal guardian provided an acceptable reason is established.

The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

## **SECTION IX**

### **STUDENT ATTENDANCE**

One of the most important things a parent or guardian can do for their child is ensure they are in school on time every day. It is key to their learning, success in school, and ultimately success in life. ACCEL Day and Evening Academy maintains an attendance and truancy policy, which was written in accordance with Alabama State Board of Education Administrative Code, and §16-28-1 et seq., Code of Alabama (1975).

Details of that policy follows on subsequent pages. If you have any other questions, please contact the principal.

### **General Provisions**

- Students up to the age of seventeen (17) shall be required to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school year.
- A school day is defined as the starting and ending time of the entire day.
- Students must be in attendance one-half of the instructional day to be counted present. The parent or guardian **must send a written note** if the student is checked out prior to completing one-half of the instructional day. One-half day is 12:00pm.
- Checkouts should be conducted through the main office no later than 2:30pm.
- Students are required to be on time for school.
- Late arrivals should report to the main office to check-in.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused. absence, or unexcused tardy.
- Excessive absences will subject a student, parent or guardian to truancy policies and procedures.

### **Tardiness**

Being late to school or checking out of school is excused or unexcused for the same reasons as absences. A student is considered tardy if he/she is not in class when the tardy bell rings. Any student who arrives after school has begun must report to the office to check-in. If a student arrives after 9AM, a parent/guardian must sign-in the student. Habitual tardiness greatly affects a child's progress in school.

Tardiness shall be addressed as follows:

- 1st – 4th tardy - Demerits
- 5th – 6th tardy - Office Referral, Parental Notification, Detention
- 7th tardy and each subsequent tardy - Office Referral, Parental Notification, Suspension
- 10th tardy - Parent notification by letter from the attendance officer

- 15th tardy - Referral to the Early Warning Truancy/Discipline Program

## **Absences**

Absences are **excused** for the following reasons:

- Illness
- Death in immediate family
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal
- Legal quarantine
- Emergency conditions as determined by the principal
- Administrative Approval – requires prior permission of the principal upon request of the parent or guardian
- A chronic ailment that may cause the student to miss school. A doctor's statement is required to verify the student's condition. At the beginning of **each** school year, a new chronic ailment statement from the doctor must be provided. A parent or guardian note is still required for any chronic ailment absence.
- Head lice – students should return to school as soon as possible once cleared of lice and nits. A maximum of three (3) days are excused for each occurrence of head lice.

Students are allowed up to ten (10) excused absences per year with a written statement from a parent or guardian. The excuse shall state the reason for the absence, the date of the absence(s), and have a parent/guardian signature.

When a parent or guardian has exhausted ten (10) parent notes all future absences will require a written excuse from a medical physician or clinician to be coded as excused.

Absences that do not fall under one of the "excused absence" categories are deemed **unexcused**. The following are also deemed unexcused:

- Failure to send a note within three (3) days of the absence upon returning to school.
- Failure to secure prior approval from the principal for administrative approved absences.
- Failure to secure prior permission from the principal for out-of-town trips.

- Failure to provide a medical/clinical excuse after a student has accumulated ten (10) parent notes for the year.

### **Excessive Absences**

Students who are absent five (5) or more unexcused days per semester may not receive credit for the course, unless otherwise approved by the principal. In cases where there are extenuating circumstances, the principal may extend the maximum number of unexcused absences a student may accumulate before credit is withheld.

### **Truancy**

Truancy is the habitual and unlawful absence from school. Section 16-28-16 of the Code of Alabama governs truancy. If a child is truant, the parent or guardian can be charged with criminal action in Juvenile Court. Truancy is determined by unexcused absences. Unexcused absences shall be addressed as follows:

- One (1) unexcused absence: Parent or guardian notification
- Five (5) unexcused absences: Mandatory attendance at the school's Early Warning Truancy/Discipline Program
- Seven (7) or more unexcused absences: a Petition may be filed against the parent or guardian in the Mobile County Juvenile Court

The Early Warning Truancy/Discipline Program shall be set by the school attendance officer and is a mandatory meeting. The purpose of the program is to review the attendance policy of ACCEL Day and Evening Academy and the consequences of being truant. This meeting is also an opportunity for the parent or guardian to discuss the attendance or discipline of their child with school officials and a representative from the District Attorney's Office. Failure to attend this meeting may result in a court petition being filed against the parent/guardian.

If a petition is filed in the Mobile County Juvenile Court against a parent or guardian for truancy, he/she will be required to appear before the Juvenile Court Judge. If found guilty of the charge, he/she shall receive probation or a misdemeanor conviction, and may be fined and sentenced up to 90 days in the county jail. The parent or guardian and the student may also be ordered to

participate in programs that address the issues relating to the truancy of the student.

## **SECTION X**

### **COMPULSORY SCHOOL ATTENDANCE AGE**

ACCEL Day and Evening Academy is a public charter school. Attending ACCEL is by choice of the student and the student's parent/guardian. In the event the student withdraws from ACCEL, Alabama law states that students between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year.

## **SECTION XI**

### **REVOCAION OF DRIVER'S LICENSE OR LEARNER'S PERMIT**

In order to qualify for and maintain an Alabama Driver's License or Learner's Permit, a student under the age of nineteen (19) must be either enrolled in a public school, enrolled in a GED program, enrolled in a job-training program approved by the State Superintendent of Education, or exempted for circumstances beyond the control of the student as defined by the State Department of Education guidelines.

ACCEL Day and Evening Academy will verify the enrollment status of a student aged 15 to 19 upon request.

ACCEL Day and Evening Academy will notify the Department of Public Safety when a student aged 16 to 19 has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single term. Students aged 16 to 19 with more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences shall be considered withdrawn.

A student may appeal the superintendent's determination of his enrollment status by providing written notification to the principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the board's issuance of enrollment status. Except as stated herein, the Academic Excellence Committee will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student.

## **SECTION XII**

### **HEALTH SERVICES**

The Health Services Department provides assistance to students and staff in the areas of health services, health education, and a healthful environment. The role of the school nurse within this program is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. The school nurse will promote wellness and disease prevention by early intervention and identification of health problems that interfere with learning. This Health Services section is a basic overview and not intended to address all questions and concerns parents and/or students may have. Please refer to your school nurse for detailed plans for all health questions.

## **SECTION XII**

### **STUDENT ILLNESS OR INJURY**

**NOTE: The Superintendent may change or alter this policy without Board action in a state of emergency.**

The teacher, principal or nurse shall isolate a student who becomes ill while at a school until the student can be removed. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.

No internal medicine of any kind may be given to a student without the written permission of the parent(s)/legal guardian(s). (See Policy 5.62 Administration of Medication.)

The following procedures shall be followed when a student is injured at a school:

- First aid shall be administered by the nearest person with first aid training and 911 Emergency will be called if the situation is threatening.
- The school shall attempt to notify the student's parent(s)/legal guardian immediately.
- A student shall be taken to the emergency room of a hospital when a threatening situation
- occurs. Discretion shall be used in moving a critically injured student without medical advice.

- A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent or designee.
- An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.

## **SECTION XIII**

### **ADMINISTRATION OF MEDICATION**

All medications require parents to complete the Alabama State Department of Education School Medication Prescriber/Parent Authorization (PPA) forms. New forms must be renewed at the beginning of every school year and anytime the doctor makes a change to prescribed medication. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.

**Note:** Only one medication per Prescriber/Parent Authorization (PPA) form is acceptable. If a student has multiple medications, a separate PPA must be completed and signed for each medication.

The administration of prescription or non-prescription medications during school hours is discouraged unless a physician and parent determines that a student's health needs require medication during school hours. ACCEL Day and Evening Academy follows the Health Services Division medication protocol and procedure for administration of medication.

The school nurse is responsible for the administration of medications for students at school. In the event the nurse is unavailable, unlicensed medication personnel will administer medications. The unlicensed medication employee shall be trained annually with the approved curriculum set by the Alabama Board of Nursing by the Registered Nurse.

The first dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

All medications that are kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized ACCEL Day and Evening Academy personnel have access to it.

All medications and special nursing procedures are documented and/or on specially designated documents.

Special nursing procedures are performed by the school nurse according to Alabama Board of Nursing and standards.

## **SECTION XIV**

### **EYE PROTECTION DEVICES**

ACCEL Day and Evening Academy shall provide protective devices for board employees, students, and visitors during activities that require eye protection.

The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.

Any ACCEL Day and Evening Academy teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

## **SECTION XV**

### **DIABETES EDUCATION**

ACCEL Day and Evening Academy has implemented the Alabama Safe at School Act for Diabetes Education, awareness, and levels of training. All standards of practice and guidelines set forth from the Alabama State Department of Education are followed within ACCEL Day and Evening Academy. Appropriate documentation of the program is kept with the Supervisor of Health Services.

## **SECTION XVI**

### **ANAPHYLAXIS PREPAREDNESS PROGRAM**

Anaphylaxis is a severe allergic reaction that is rapid in onset and may cause death. Allergic reactions to foods have become the most common cause of anaphylaxis in community health settings. Studies indicate that anaphylactic

events related to the accidental consumption of food allergens in school settings are not rare. In addition, severe and potentially life-threatening reactions (anaphylaxis) can occur in schools when children with no previous diagnosis of food allergies when they are exposed to allergens at school and have an initial anaphylactic event.

It is the policy of ACCEL Day and Evening Academy that an Anaphylaxis Preparedness Program be implemented as part of the school health services. The program shall incorporate three levels of preparedness:

- Level I, Primary Prevention: Education programs that address food allergies and anaphylaxis through both classroom and individual instruction for staff and students.
- Level II, Secondary Prevention: Identification and management of chronic illness which could lead to anaphylaxis.
- Level III, Tertiary Prevention: The development of a planned response to anaphylaxis-related emergency in the school setting.
- The school campus, in collaboration with a supervising physician, shall develop and maintain a protocol for emergency response that shall include a supply of premeasured auto-injectable epinephrine to treat potentially life-threatening allergic reactions.

## **SECTION XVII**

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) US**

If available, an AED will be maintained on the premises in ACCEL Day and Evening Academy. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency medical service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school facilities.

Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR/AED training program and has a current course completion card are

authorized AED users. Signage and/or publications in school buildings shall identify the location of AEDs and the names/locations of AED/CPR-trained staff members.

School office personnel are responsible for receiving emergency medical calls from internal locations, contacting the EMS (911) if required, and deploying the school nurse and/or AED/CPR-trained staff members to the location of the emergency.

Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training annually and first aid training every three (3) years. The lead school nurse will keep training records.

## **SECTION XVIII**

### **STUDENT RECORDS**

The School recognizes the legal requirement to maintain the confidentiality of student records. Access to student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The School also recognizes its responsibility under the Local Government Records Law to ensure the orderly retention and disposition of the School's student records.

At least once each year, the School shall by means of an individual mailing or by inclusion in one of the School's regular publications, notify all parents and eligible students of their rights under FERPA. The notice will include a statement that the parent or eligible student has a right to:

- 1) Inspect and review the student's education records;
- 2) A specification of the intent of the School to limit the disclosure of personally identifiable information contained in a student's education records except:
  - by prior written consent of the student's parent(s) or guardian(s) or the eligible student; as directory information; or under certain limited circumstances, as permitted by FERPA.

- 3) Request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 4) File a complaint with the U.S. Department of Education alleging failure of the school to comply with FERPA and its regulations; and
- 5) Obtain copies of this policy and the locations where copies may be obtained.

The policy applicable to the release of student directory information, which includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of degrees and awards received, and the most recent educational agency or institution attended by the student, applies equally to military recruiters, the media, colleges and universities, and prospective employers.

The school shall arrange to provide translations of this notice to non-English speaking parents in their native language.

The school does not plan to publish a directory of student information. In the event that the school plans to publish a directory in the future, FERPA permits the disclosure of certain categories of directory information, i.e., name, age, address, etc., without specific permission from the parents having been obtained. However, while permission is not required, the school must give parents/legal guardians the opportunity to object to the publication of some or all of this information.

## **SECTION XIX**

### **DIRECTORY INFORMATION**

Students' parent(s)/legal guardian(s) shall be notified annually that ACCEL Day and Evening Academy may release "directory information" to the general public.

Directory information may include the following data about a student:

- Name;
- Address;

- Telephone number, if listed;
- Participation in officially recognized activities and sports;
- Weight and height, if an athletic team member;
- Name of the most recent school or program attended;
- Dates of attendance at school and degrees and awards received.

Information such as name, participation in officially recognized activities and sports, weight and height (if an athletic team member), and name of the most recent school attended may be published routinely by ACCEL Day and Evening Academy in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.

Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal during school registration each school year. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

## **SECTION XX**

### **PARENT NOTIFICATION**

In compliance with federal regulations, ACCEL Day and Evening Academy employees will notify the parents of each student attending any school receiving funds under Title I, Part A, Section 1111(h)(6), Section 1112(g) and Title III, Section 3302, upon request, regarding the professional qualifications of the student's classroom teachers. The information will include, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher;
- The field of discipline of the certification or degree; and

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

ACCEL Day and Evening Academy will provide information to the parents of each child on the child's level of performance on the state assessments. This information will be provided in a timely manner, in an understandable and uniform format, and to the extent practicable, in a language that the parents can understand.

## **SECTION XXI**

### **STUDENT PUBLICATIONS**

ACCEL Day and Evening Academy school principals may approve establishment of a school newspaper or magazine for students.

The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.

The principal shall not allow advertisements of intoxicants or tobacco products or other products that would be inappropriate for the intended audience.

## **SECTION XXII**

### **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities within ACCEL Day and Evening Academy shall be teacher and school-sponsored. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate.

An extracurricular activity shall be defined as all activities recognized and sanctioned by the Alabama High School Athletic Association and other extracurricular activities that are sanctioned by the school which are not related to a student's academic requirements or success in a course(s).

Activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, half time, or other breaks), club conventions, parades, amusement park trips and

competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms.

Appropriate adult supervision consistent with applicable Alabama statutes and ACCEL Day and Evening Academy policies shall be provided for all students.

Students may be suspended from extracurricular activities, which include, but are not limited to school sponsored athletic events as either a participant or spectator, cheerleading, band, dances, prom, field trips, graduation exercises, based on procedures established by the Superintendent. If a student is charged with an on- or off-campus Class A misdemeanor which involves drugs, violence, any type of weapon, physical harm to a person or threatened physical harm to a person, or any class of felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities may be suspended for the balance of the school year. A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his parent(s)/legal guardian shall be notified in writing of the suspension from school- sponsored extracurricular activities.

## **SECTION XXIII**

### **ATHLETICS**

All ACCEL Day and Evening Academy schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA.

Students who participate in athletics shall meet eligibility requirements established by AHSAA, ACCEL Day and Evening Academy and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of the school.

Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s)/legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.

No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.

To the extent permissible by law, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

All athletic programs of ACCEL Day and Evening Academy shall abide by AHSAA rules and legislative acts regarding athletes who sustain concussions, including annually providing information to parents and students regarding concussions, training coaches annually, and holding students suspected of having a concussion out of competition.

All students shall be subject to all ACCEL Day and Evening Academy rules and to the Code of Student Conduct while attending athletic events and practices.

Conduct of student athletes and coaches during all athletic events shall be governed by the AHSAA rules and regulations and shall reflect good sportsmanship and respectful conduct toward officials, opponents, teammates, and visitors. Any ACCEL Day and Evening Academy student athlete or coach ejected from a game or sporting event due to violation of AHSAA rules may be subject to pay any assessed fine and may be suspended from participation until such fine is paid.

## **SECTION XXIV**

### **NON-FACULTY COACHES**

All non-faculty coaches shall work under the direct supervision of a certified ACCEL Day and Evening Academy employee. The conduct of each non-faculty coach is the responsibility of the school principal and the athletic director. Any violation of Alabama High School Athletic Association (AHSAA) guidelines by a non-faculty coach is subject to disciplinary action by ACCEL Day and Evening Academy.

All non-faculty coaches must complete the course or courses required by the Alabama High School Athletic Association (AHSAA). All non-faculty coaches must be fingerprinted and must undergo a background check at their own expense prior to participation in coaching. In addition, all non-faculty coaches must be recommended by the principal and approved by the Superintendent prior to beginning coaching duties.

Only individuals who have fulfilled the requirements stated above and who have signed a release stating that ACCEL Day and Evening Academy is not responsible for any injury or problem that may result from his/her work as a non-faculty coach may serve as a non-faculty coach in a school.

## **SECTION XXV**

### **STUDENT DRUG TESTING PROGRAM**

**Competitive Extracurricular Activities:** It is the objective of ACCEL Day and Evening Academy to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the superintendent reserves the right to require any student desiring to participate in competitive extracurricular groups or clubs, practices, competitions, or at any other time while under the supervision of the school, to be subject to a random unannounced drug screening.

The superintendent has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular groups or clubs, as well as the right to conduct specific drug screening of students whenever an administrator, a coach, assistant coach, teacher, sponsor, band director, observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies. Furthermore, the board grants the coach of any team or the sponsor of any official school group the right to have the entire team/group tested during the season for their particular sport.

**Student Privileges:** It is the objective of ACCEL Day and Evening Academy to assure that all students who wish to take advantage of the privilege of driving a vehicle on school property and/or parking a vehicle on school property, be given the opportunity to do so in a safe, drug free environment, and that all students exercising the privilege of driving and parking on school property, be completely free of the effects of alcohol and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the board reserves the right to require any student desiring to drive a vehicle on school property and/or park on school property, be subject to and submit to random drug tests at any time while on school property or participating in school sponsored events.

The superintendent will allow the principal to designate such other and additional requirements for the privilege of driving a vehicle on school property and/or parking a vehicle on school property including, but not limited to, academic standards, attendance standards, and the payment of fees. The school principal may also establish the priority for issuance of parking permits.

The superintendent also has the right to require the passing of a drug test as a condition to granting such privileges, the right to conduct random unannounced drug screening for students taking advantage of student parking privileges, as well as the right to conduct specific drug screening of students whenever a school official observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

The superintendent shall prepare procedures for implementing this policy consistent with local, state, and federal laws.

## **SECTION XXVI**

### **ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES**

To facilitate achieving a quality education for its students, it is the policy of ACCEL Day and Evening Academy to provide all students and employees with opportunities to access a variety of technological resources. A large and varied technological environment requires that technology use by employees and students be legal, ethical, and safe. Technology use must be consistent with the educational vision, mission, and goals of the school.

**Copyright Law:** It is the obligation and intent of the school to comply with the copyright laws of the United States. ACCEL Day and Evening Academy employees and students shall use technology resources in accordance with board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.

**Electronic Mail:** The school provides access to electronic mail for employees whose normal work activity requires access. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity. Board policies and procedures shall apply to the use of electronic mail. The school cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The school will use a filtering service to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the school.

Computers and mobile devices, the school's e-mail system, the system's wired and wireless computer networks, and software furnished to students are property intended for school related use only. Although ACCEL Academy is under no obligation to monitor email messages, to ensure compliance and acceptable use, computer, Internet, and email usage may be monitored. The school reserves the right to inspect, without notice, the contents of computer files, regardless of the medium, the contents of electronic mailboxes, and all digital files.

The school system does not guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via the network.

**Social Media:** Any social media account or page that uses the official name of ACCEL Day and Evening Academy; its logo or mark that purports to officially represent the Board, the school, a board facility, school-sponsored activity or any other group or organization officially affiliated with the school must be created and administered by a school employee who has been authorized by the Superintendent or designee to take such action. Social media are defined but not limited to: websites, blogs, wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube, etc.). The Superintendent is authorized to develop such procedures as may be necessary to implement this policy. The school provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the Director of Technology. Teachers may also request that sites be opened for periods of research. Parents and students must follow the School's Social Media Policy as set out in the Student Handbook/Code of Conduct.

**The Internet:** The intent of ACCEL Day and Evening Academy is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties.

- Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students are subject to and must follow the Internet Usage Policy as contained in the Student Handbook/Code of Conduct.
- The school provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene,

pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers will screen resources that will be used in the classroom for content prior to their introduction, and shall observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere are to be reported to the Technology Coordinator. Teachers may also request specific sites to be opened for the purposes of research.

- Network users are prohibited from accessing external networks or alternate Internet service providers within school's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.
- All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
- Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names, social security numbers, pictures, etc. The board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

**School and school-sponsored activity web sites:** Because any school web sites can be globally available and represent the community at large, the designated school webmaster will review all web sites and/or new features and links before adding them to the school's web site. Only the designated school webmaster may place web sites, features, or links on the web server. The webmaster may reject all or part of proposed home pages and/or new features and links for any reasons. The legal and ethical practices and responsibilities of appropriate use of technology resources shall be taught to all students and employees in the school (i.e. during lab orientation, network orientation, faculty meetings, etc.).

## **Student-Owned Devices (BYOD): Electronic Device /Cell Phone Policy**

Accel Academy is committed to having a safe school environment that promotes the maximum learning potential of all students. Due to electronic device disruptions and with the support of the Board of Trustees, Accel Day and Evening Academy and Accel Preparatory Academy have implemented a “**No Cell Phone / Electronic Device**” policy.

During Home Room, teachers will collect student’s cell phones and electronic devices that will be placed in a secure location. These bags will be collected by the teacher and locked in the classroom safe. Prior to Bus Dismissal, the teacher will pass out each student’s bag to him/her. The student will remove his/her devices and return the bag to the teacher.

Should a student not turn in their electronic device and it is seen or heard, the follow steps will be taken:

### **Student in possession of cell phone or other electronic device consequences:**

**1st Incident:** phone will be confiscated and the student may retrieve the phone at the end of the day. (Verbal Warning)

**2nd Incident:** phone will be confiscated and a parent must meet with administration to retrieve the phone between 3:30 - 4:30 pm (**Tuesday Only**). Student will receive ISS

**3rd Incident:** will receive a 3-day suspension.

### **Student using device to video or arrange fights/confrontations, videoing indecent acts, cheating, or other severe acts:**

- **Consequences**
  - **1st: Incident**, student will be placed on a 3-day suspension. If used to cheat in class, it will be the teacher's discretion for graded assignment.
  - **2nd: Incident**, disposition to be determined by the severity of the incident, with a 5-day suspension to possible recommendation for expulsion or placement in night school

***\*Refusal to surrender a cell phone at a teacher's or administrator's request is an act of willful disobedience and could result in an immediate out-of-school suspension. \****

**Theft/Damage of Devices:** The school will not be responsible for lost or stolen devices. Physical damage or loss of data is not the responsibility of the school or the school. As with any items on school campuses, school officials may inspect any personal device when there is reasonable suspicion that contents are a violation of policies, or of any local, state, or federal laws.

**Violations:** Use of ACCEL Academy's Network and/or the Internet access provided by the school system, which is in violation of the law or board policies may result in disciplinary action, up to and including possible suspension, expulsion and/or criminal prosecution. Students are held personally liable for any violations of this policy. When inappropriate use of the Internet or network is determined, the result may include cancellation of these privileges.

## **SECTION XXVII**

### **INFORMATION MANAGEMENT SYSTEM AND STUDENT DATA**

ACCEL Day and Evening Academy shall develop and maintain an integrated information system for educational data management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met. In addition, the Superintendent is authorized by the board to develop plans and procedures to maintain data security.

The school adheres to all aspects of the Family Educational Rights and Privacy Act (FERPA) as it implements programs and procedures for collecting, managing, storing, transmitting, using, securing, reporting, and destroying data and student information. Appropriate use of data is essential to student achievement, planning, and school program effectiveness.

School data collection, management, and reporting is implemented according to Alabama State Department of Education guidelines and in a manner designed to preserve and protect individual and collective privacy rights and to ensure confidentiality and security of collected data. School student data is transmitted daily to the Alabama State Department of Education data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student

management system to ensure compliance with the privacy rights of each student and his or her parents/guardians. No personally-identifiable individual student data is shared in either state or federally-required reporting.

Data collected by the school is maintained within a secure infrastructure. Access to data is limited to staff whose job responsibilities include required data collection, analysis, reporting, and management. Training in data security and student privacy laws is provided to these individuals on a regular basis to ensure compliance with school policies and state and federal privacy laws.

## **II. CURRICULUM AND INSTRUCTION**

### **SECTION I**

#### **THE CURRICULUM**

ACCEL Students will promote through three competency-based phases

- *Foundation Phase:* Students taking 9th and 10th grade required courses will be placed in the
- *Foundation Phase.* Students will demonstrate competency and be promoted to the next phase by successfully completing the following courses: English/Language Arts I, English Language Arts I, Algebra I, Geometry, Biology, Physical Science/Chemistry, and World History. Completion of these courses requires students to demonstrate proficiency on designated performance tasks (major projects/assignments) developed to show mastery along a set of phase-level competencies.
- *Preparation Phase:* Students taking 11th grade required courses will be placed in the Preparation Phase. Students will demonstrate competency and be promoted to the next phase by successfully completing the following courses: English/Language Arts III, Science Elective, US History I, US History II and Algebra II. Completion of these courses requires students to demonstrate proficiency on designated performance tasks (major projects/assignments) developed to show mastery along a set of phase-level competencies.
- *ACCEL Phase:* Students taking 12th grade required courses will be placed in the Preparation Phase. Students will demonstrate competency and be

promoted to graduation by successfully completing the following courses: English/Language Arts IV, Science Elective, Government/Economics, Math Elective and a Science Elective. Completion of these courses requires students to demonstrate proficiency on designated performance tasks (major projects/assignments) developed to show mastery along a set of phase-level competencies. Additionally, ACCEL Phase students must successfully complete all state required electives (e.g. Fine Art, Foreign Language, Physical Education, Health, Career Tech, etc.) and earn a minimum of 24 total credits.

- Teachers shall not present controversial material or issues that are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions. When dealing with political issues, the positions of all parties will be presented on a non- partisan basis. (See Policy 4.31 Controversial Issues.)
- The Superintendent shall set standards relating to graduation requirements, dual enrollment, promotion and retention, grading system, and methods of progress reporting.
- The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

## **SECTION II**

### **SPECIAL EDUCATION AND PROGRAMS FOR ACADEMICALLY AT-RISK**

#### **STUDENTS**

ACCEL Day and Evening Academy special education program shall conform to the provisions adopted by the board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of board rules.

Special education, related services, and supplementary aids and services are provided to students who meet the eligibility criteria. Information regarding

services, supports, or referral procedures may be obtained from the school principal. All referrals, evaluations, and educational support are provided in accordance with the Individuals with Disabilities Education Act of 2004 and the Alabama Administrative Code Chapter 290-8-9 Special Education Services.

ACCEL Day and Evening Academy ensures that all children enrolled in the school receive the appropriate special education services. If you would like to receive additional information regarding services for students with disabilities, contact Mrs. Rachel Davis, Student Support Coordinator.

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. Section 504 provides: "No otherwise qualified individual with a disability in the United States... shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." For questions ACCEL Day and Evening Academy 504 procedures, contact Mrs. Rachel Davis (504 Coordinator).

### **SECTION III**

#### **HOMEWORK**

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based on teacher judgment.

Teachers are expected to assume the following responsibilities when homework is assigned:

- Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment, the age of the student, and demands that may be placed on students by other teachers.
- Assign homework that is related to instructional activities.
- Grade/check the homework and return it to students on a timely basis.

- Utilize homework as an important part of student evaluation.
- Expect all students to complete assignments.
- Refrain from assigning homework as punishment for disciplinary infractions.

## **SECTION IV**

### **SUMMER PROGRAMS**

ACCEL Day and Evening Academy authorizes summer programs when needed and when funding is available.

Summer program requirements and extended school year services shall be developed by the Superintendent.

## **SECTION V**

### **SUPPLEMENTAL SCHOOL DONATIONS**

Where school funds are not otherwise available for consumable instructional supplies and personal items to meet the instructional needs of ACCEL Day and Evening Academy students, donations and fees may be solicited from students and parents with such donations and fees to be known as "School Supplemental Instructional Donations," provided that any such solicitation has prior approval of the Superintendent. That being said, the Board is a 501(c)(3) organization and donations are welcome from the public in general.

Communications to parents and students in any format must clearly indicate that the response to such solicitation on the part of any student or his/her parents/guardians shall be voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his/her parents/guardians for failure or refusal to make a donation or pay a fee.

## **SECTION VI**

### **STUDENT FEES, FINES AND CHARGES**

The following ACCEL student fees will be due at the beginning of each school year. These fees may be subject to change and are set by the Superintendent.

**Fee Type**

Registration Fee (technology, e-software, e- books, first aid, postage, etc.)

Senior Fees (cap, gown, hood, diploma, tassel, senior activity, senior t-shirt)

**Fee Amount\***

\$150.00

\$155.00

**\*Note:** Fees Subject to change. Any student experiencing significant financial hardship should discuss options with the school. All fees should be paid by December 1st.

**Extracurricular Activity Fees** – Students will be afforded opportunity to participate in grade level appropriate extracurricular clubs and organizations provided requirements for membership are met. Clubs and organizations will publicize membership requirements during appropriate member enrollment periods.

**Additional Fee Information** – *Club fees may change* due to pricing in travel, state/national registration, and supplies (i.e., t-shirt prices change according to size).

Students who have a financial obligation to the school may not register for the next school year until fees are paid or payment arrangements are discussed with school administration.

Graduating seniors may not participate in commencement unless all fees are paid or cleared. Parents/guardians should contact the school's main office during 2nd semester prior to graduation to ensure all fees are cleared or arrangements made.

**Fee for Damaged Textbooks and instructional periods** – Parents/guardians are responsible for textbooks and other instructional materials (including technology) issued to their children and are held liable for any loss, abuse, or damage in excess of that which would result from normal use.

## **SECTION VII**

### **DUAL ENROLLMENT**

ACCEL Day and Evening Academy authorizes the establishment of dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels.

**Eligible Students:** Students participating in a dual enrollment program:

- Shall pay normal tuition as required by the postsecondary institution;
- Shall maintain a grade point average as required by the postsecondary institution;
- Have written approval of the student's principal and Superintendent; and,
- Be in grades 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and Superintendent and in accordance with Alabama Administrative Code §290-8-9-.17 regarding gifted and talented students.
- Note: The Superintendent reserves the right to modify these conditions based on a student's overall GPA.
- **Course Offerings:** Courses in postsecondary/college level are strongly encouraged. ACCEL reserves the right to open many forms of dual enrollment to suit its students' needs.

## **SECTION VIII**

### **VIRTUAL SCHOOL OPTION**

**Scope and Delivery of Services:** Acceleration (ACCEL) Day and Evening Academy provides a virtual school option to full-time students in grades 9-12 who are enrolled. Such courses will be delivered through an online delivery program and will include, at a minimum, all courses that are required to obtain a high school diploma. Students enrolled in virtual school are subject to ACCEL's graduation requirements.

**Student Eligibility Criteria:** Students must meet all school eligibility requirements. In addition, students must meet school enrollment requirements

for the course in question including, but not limited to, those contained in the school's curriculum catalog. The school reserves the right to develop specific eligibility criteria for virtual courses.

Students may be transitioned back to a traditional day program if 1) the student's participation in the virtual program is impeding the student's academic progress; 2) the student fails to meet virtual course attendance requirements; or 3) the student repeatedly violates school policies, procedures, rules or regulations, including, but not limited to, the school's rules governing the use of its technology resources.

**Monitoring Performance and Testing Requirements:** Individual student performance will be monitored pursuant to the school's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests that are applicable to students enrolled in the traditional day program.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school.

**Attendance:** Students participating in the virtual school option are required to be active and submitting assignments in order to remain enrolled in the program.

The school reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.

**Extracurricular Activities:** Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day

program, including, but not limited to, any applicable Alabama High School Athletic Association (“AHSAA”) requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

**Additional Procedures Authorized:** The Superintendent or his designee is authorized to develop such procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program’s requirements and rules, and a process for making determinations regarding a student’s continued eligibility.

*[Reference: ALA. Code §§16-46A-1, et seq.]PolicyAdopted:TBD Reference(s): Code of Alabama 16-46A-1, Alabama Legislative Act 2015-89*

## **SECTION IX**

### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

The Superintendent shall approve all textbooks used in the ACCEL Day and Evening Academy with input of the Academic Excellence Committee.

## **SECTION X**

### **LIBRARY MEDIA CENTERS**

At this time, ACCEL Day and Evening Academy does not have an established Library Media Center, however, ACCEL believes that the school library media center is an important part of the educational program. When established, ACCEL’s Library Media Center will adhere to the premise that an effective library media program will provide:

- Equal and maximum access to information resources that extend the limited content of textbooks;
- Instruction for students in acquiring the research skills necessary for independent learning;
- Motivation for students to read and enjoy good literature; and,

- Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

ACCEL Day and Evening Academy intends to maintain a library media center under the direction of a state certificated library media specialist. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Superintendent.

The ACCEL Day and Evening Academy library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection. A library media center handbook of policies and procedures shall be developed to reflect legal guidelines and professional ethics.

## **SECTION XI**

### **CHALLENGED MATERIALS**

The following procedures shall be followed when the appropriateness of books or instructional materials is questioned:

- School/community citizens may register their concerns with the principal of the school where material is being challenged
- All concerns shall be presented in writing to the school principal. The statement shall include the following information:
  - Author, compiler, or editor;
  - Publisher;
  - Title;
  - Reason for objection;
  - Page number of each item challenged; and,
  - Signature, address and telephone number of the person making criticism.

These procedures shall be followed for ACCEL Day and Evening Academy school-level reviews:

- A committee of teachers, parents, and the principal shall be appointed by the Superintendent to evaluate the challenged materials and to make recommendations for any changes.
- Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
- Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
- The complainant shall be informed in writing concerning the committee's recommendations.

These procedures shall be appropriate for appeals and shall be followed when the complainant disagrees with the decision rendered from the appeal:

- In the event the complainant disagrees with the committee's decision, the Superintendent shall notify the Academic Excellence Committee and the Committee shall review the decision.
- The Committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- The Committee's recommendations shall be submitted to the Superintendent.
- The complainant shall be informed, in writing, after the Committee's recommendation is received by the Superintendent.
- The Committee's decision will be final.

## **SECTION XII**

### **CONTROVERSIAL ISSUES**

ACCEL Day and Evening Academy recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed:

- Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
- Teachers shall place major emphasis on how to think rather than what to think.
- Pupils shall have access, insofar as possible, to all materials that are relevant and educationally
- significant to the issues at hand.
- Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
- Teachers shall seek to develop in pupils the ideals of truth and honesty.
- Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without
- fear or hostility but with mutual respect for all viewpoints.
- Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
- Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

### **SECTION XIII**

#### **PUBLIC APPEARANCE OF SCHOOL GROUPS**

Requests for any ACCEL Day and Evening Academy group or organization to make a public appearance shall be directed to the Superintendent for approval.

Students' parents/guardians shall be notified prior to any public appearance.

Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her

parent/guardian giving permission for the student to make the public appearance. All documents needed in case of emergency should be provided before the public appearance and should be in the possession of the ACCEL Day and Evening Academy employee in charge of the public appearance. During public appearances of school groups, medication administration procedures shall be followed in accordance with the established medication disbursement guidelines.

## **SECTION XIV**

### **FIELD TRIPS**

Field trips and excursions are extensions of classroom instruction and provide quality learning opportunities for students to participate in unique and enriching educational experiences. The following minimal procedures shall be adhered to for all field trips and excursions away from school:

- Students are expected to exhibit their best behavior, and the Student Code of Conduct is fully applicable for all activities.
- Students must have a Field Trip Parental Permission Form completed and signed by their parent(s) or guardian(s) on file with school officials prior to departing on each school sponsored field trip. Students not submitting a signed permission form are not permitted to participate in activities.

## **SECTION XV**

### **SCHOOL FUNCTIONS**

Any school social function shall be sponsored by an instructional staff member and shall be approved by the Superintendent prior to scheduling.

ACCEL Day and Evening Academy's employees shall be encouraged to attend school-sponsored social functions.

All school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. A sponsor is a professional ACCEL Day and

Evening Academy employee. Chaperones are volunteers approved by the principal.

## **SECTION XVI**

### **SERVICE ANIMALS**

ACCEL Day and Evening Academy does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The school will comply with federal and state laws regarding the use of service animals.

**“Service animal”** means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

In specific cases, the school may make reasonable modifications of policies, practices, or procedures to permit the use of a miniature horse if the animal has been individually trained to do work or perform tasks for the benefit of an individual with a disability, after consideration of the following factors: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. Requests to permit miniature horses will be handled on a case-by- case basis.

The work or tasks performed by a service animal must be directly related to the individual’s disability. The crime deterrent effects of an animal’s presence, or the provision of emotional support, wellbeing, comfort, or companionship, do not constitute work or tasks for the purposes of defining “service animal.” School personnel may inquire of the individual with a disability, his/her parents/guardian, or the owner or handler of the animal, the following to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and,
- What specific work or task that the animal has been trained to perform.

- Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the school's facilities where they would normally be allowed to go.
- Users/owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and may be charged for any damage to school property caused by the animal in accordance with school practice.
- Individuals with a disability will not be required to pay an administrative fee or surcharge for service animals to attend events for which a fee is charged; however, individuals may be charged for their own admission for such events.
- A service animal must have a harness, leash, or other tether, unless the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's or handler's control.
- The school is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself. The school is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. Students with service animals or their handlers are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his or her service animal, the parents are responsible for providing care and supervision of the animal themselves or through an appropriate handler.
- Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator. The service animal must be under the control of the student or its handler at all times. The school may exclude or ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it; if the animal is not housebroken; if the presence of the animal poses a direct threat to the

health or safety of others; or its presence would require a fundamental alteration to the service, program, or activity of the school.

The Superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in school buildings and on school property and vehicles.

*Reference(s): Title II, American with Disabilities Act, 42 U.S.C.A. §12131-12165  
Individuals with Disabilities Education Act (IDEA), 20 U.S.C.A. §1400, Section 504 of the Rehabilitation Act, 29 USCA §794*

## **SECTION XVII**

### **ASSESSMENT PROGRAM**

ACCEL Day and Evening Academy shall periodically assess student performance and achievement within the school in concert with the Charter Commission. The assessment programs must be based upon ACCEL's charter contract and rubrics with the Alabama Public Charter School Commission. ACCEL Day and Evening Academy will follow recommendations of the Charter Commission for the provision of test adaptations and modifications of procedures as necessary.

## **SECTION XVIII**

### **TEST SECURITY**

All mandatory tests administered required by applicable laws and regulations shall be secured.

ACCEL Day and Evening Academy and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner. The testing coordinator shall instruct school test coordinators and principals on test security measures. The principal shall be responsible for informing the faculty of test security measures.

The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the school shall be reported to the appropriate agency.

The possession of a digital device is strictly prohibited during the administration of a secure test. A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. The prohibited device shall be confiscated and may be subject to search. The student's test shall be invalidated if test security procedures are violated.

## **SECTION XIX**

### **REPORT CARDS**

Report cards will be issued quarterly to provide a measurement of the student's mastery. The only valid report card for an ACCEL student is the iNOW/Chalkable report card printed on watermarked paper. Issued report cards are not to be altered and any corrections needed should be reported promptly to the principal.

## **SECTION XX**

### **TRANSFERS FROM ACCREDITED, NON-ACCREDITED, OR HOME SCHOOLS**

Students transferring from accredited public or non-public schools will have all credits and current class/grade placement accepted upon receipt of the official transcript(s) without validation.

To allow transfer of credits and/or determine the appropriate class/grade placement of a student transferring to this school from a non-accredited or home school, the following shall be implemented:

- Credit for all elective courses shall be accepted without validation.
- Credit for core courses of English, mathematics, science and social studies shall be transferred as
- follows:

– End-of-course tests, nationally recognized standardized tests, and official school

records shall be used to validate credit earned and to determine the most appropriate course and grade placement;

– For any initial core course the student completes successfully in this school, he/she shall be permitted to transfer in that subject area all previous credits earned at a non- accredited or home school. (Example: Successful completion of eleventh grade English in this school would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school.)

In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the school's previous semester tests for core courses.

All transfer students must pass any required assessments and meet all other requirements for graduation.

## **SECTION XXI**

### **CAREER TECHNICAL COOPERATIVE EDUCATION PROGRAMS**

ACCEL Day and Evening Academy recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career/Technical Education Programs will be provided **to the extent possible** to strengthen this linkage. These programs will operate in compliance with general career technical education policies established by the board and program standards outlined in current administrative code.

Each cooperative career technical education program shall provide on-the-job training that:

- Is related to existing employment opportunities which offer promotion and advancement;

- Is related to the student's occupational objective;
- Does not displace other workers who can perform such work; and,
- Is conducted in accordance with written training agreements and training plans that incorporate methods for solving problems at work and problems at school.
- **Criteria for Participation:** The following criteria must be met prior to a student's participation in Cooperative Career/Technical Education Programs:
  - The student and his/her parent(s)/guardian(s) must select the cooperative career technical course(s) as an elective.
  - The student's parent(s)/guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.
  - All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
  - The student meets prerequisites for the cooperative career technical course selected as described in the current ACCEL Day and Evening Academy course catalog.

## **SECTION XXII**

### **SAFETY IN CAREER TECHNICAL CLASSES**

In order to ensure safety of students and personnel in ACCEL Day and Evening Academy Career Technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

ACCEL Day and Evening Academy teachers in career technical classes shall establish safe working conditions and shall promote the development of safety awareness and safe work habits by students. Safety procedures and safe work habits shall be taught and tested in all career technical classes.

A safety plan shall be posted in each career technical classroom and shall include methods for encouraging safe procedures in the following areas:

- Continuous supervision of students in the classroom, laboratory, and/or shop environment.

- Ensuring that protection devices are worn by students, when appropriate.
- Safe storage of toxic, flammable, or hazardous materials.
- Safe use of electrical devices and avoiding electrical hazards.
- Safety demonstrations, safety instruction, and testing for safety knowledge.
- Periodic inspection of materials, equipment, and tools to ensure safe use.
- The goals of safety instruction are to keep students safe while participating in career technical programs and for transfer of this knowledge to the work place.

## **SECTION XXIII**

### **CAREER TECHNICAL PROGRAM EQUIPMENT MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL**

ACCEL Day and Evening Academy teachers in career technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

Annual review of needs for repairs, servicing, and other maintenance shall be submitted to designated school personnel. Requests for major repairs or replacement of equipment or tools shall be submitted with estimates of costs for parts, service, or replacements. The teacher using allocated maintenance funds, fees, program funds, or school funds shall pay for routine maintenance and small repairs. Major repairs and appropriate equipment replacement shall be considered in the annual school career technical budget. ACCEL Day and Evening Academy shall maintain a reasonable allocation to fund emergency repair of equipment essential to the instructional program.

School personnel shall conduct periodic inspection of career technical shops, laboratories, and classrooms to determine that tools, supplies, and equipment

are properly maintained and stored and to see that equipment is kept in good repair and operated safely.

Designated central office personnel shall work cooperatively with teachers and school administrators to annually assess the need for updated equipment, supplies, tools, and materials for career technical classes. Each teacher shall maintain an accurate inventory of equipment, tools, supplies, furnishings, textbooks, and other materials necessary for instruction in career technical classes. When equipment is unserviceable or obsolete, the teacher shall notify the school principal. The principal shall notify the designated central office personnel in writing of equipment, tools, or other items in need of disposal. Central office personnel will make arrangements for the removal of such items from the school and for the proper disposal of the items according to state and school regulations.

To maintain the optimum learning environment, each teacher shall:

- Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
- Maintain tools and equipment daily.
- Maintain an accurate inventory of tools, supplies, and equipment.
- Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
- Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
- Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

## **SECTION XXIV**

### **LIVE WORK IN CAREER TECHNICAL PROGRAMS**

ACCEL Day and Evening Academy recognizes live work as being a valuable tool for students in career technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by ACCEL Day and Evening Academy in career technical classes when the policy guidelines are followed.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. ACCEL Day and Evening Academy career technical education programs shall have no responsibility for the results of the work being performed by students or for student safety at the job site.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. School employees may not derive any benefit from the live work performed by students.

## **SECTION XXV**

### **PLACEMENT AND FOLLOW-UP OF CAREER TECHNICAL GRADUATES**

Each ACCEL Day and Evening Academy career technical teacher is responsible for assisting graduates in job placement or entry into post-secondary education. Active files will be maintained in each school of opportunities for employment and graduates who are seeking employment. The principal shall designate school personnel to serve as a placement coordinator to maintain records of student placement and to serve as a liaison with businesses and industry representatives when career technical teachers are not available.

School counselors will maintain active files available to students on colleges, junior colleges, technical schools and other post-secondary training possibilities. In addition, scholarship information will be made available to students.

Each career technical teacher is responsible for the implementation of a follow-up system to determine employment and/or post-secondary education

placement of graduates. A purpose of the follow-up of graduates is to solicit feedback regarding the appropriateness and effectiveness of career technical programs.

Formal follow-up reports of graduates shall be completed according to schedules established by the Alabama State Department of Education. In addition, career technical teachers should use informal contacts with employers of graduates to gain information and suggestions for improving instruction in career technical classes.

## **SECTION XXVI**

### **DRESS AND PERSONAL GROOMING**

#### **Dress Code**

While attending school, all students must be in uniform daily. Uniforms must be neat and clean. Students should also practice good hygiene. If a child is out of uniform, parents will be contacted and required to bring the necessary items before students are admitted to class. Coats, jackets and other over-garments, which are not part of the school uniform, must be stored in an assigned location. For safety concerns, students are not allowed to wear coats and jackets during the school day. Accel Academy uniform policy is as follows: All students are expected to observe the basic standards of cleanliness, modesty, pride, good judgment in their clothing, and good grooming. Final determination about whether a student is complying with this policy is left to the discretion of the principal.

#### **Statement of Policy**

All students who attend MAEF Public Charter School Accel Academy, shall implement the mandatory uniform policy beginning the first day of the school year. The term "school" as used throughout this policy shall mean both, middle, high school.

Students shall present themselves in proper uniform attire when addressing a school-related issue before the Board or in hearings with administrative personnel.

(Examples: School Board Meetings/ Discipline Appeal Hearings)

#### **Uniform Policy**

The uniform policy was approved by the Alabama State Legislature and signed into law by Governor Fob James on May 27, 1997 § 97-581.

The uniform policy was adopted and implemented by the Board of School Commissioners, August 2017.

#### **Information Dissemination**

A. It is the responsibility of district and school support staff to adequately communicate to parent/guardian information common to all school sites, including general guidelines for enforcement of the uniform policy.

B. Each school shall communicate to parent/guardian information specific to the individual school sites, *by the last day of school for the previous year*, including:

1. Types and colors of uniform;
2. Requirements for jackets/outer garments;
3. Optional articles of attire, if any;
4. Compliance measures to be employed;
5. Availability of any financial support for uniforms;
6. Methods to facilitate recycling of uniforms within the school community;
7. Notice of uniform sales and lists of competitive prices from vendors of uniform articles.

C. The school should distribute this information one or more of the following ways:

1. System-wide newsletters;
2. School newsletters;
3. Parent/guardian forums;
4. Telephonic notification or through use of a telephone hotline;
5. PTA meetings and newsletters;
6. Parent/guardian advisory meetings;
7. Television, radio, and/or newspaper announcements;
8. Posters displayed at school and in the community;
9. Registration materials.



# PREPARATORY UNIFORM

PLEASE AHERE TO UNIFORM POLICY

Outerwear/ Jackets must be Solid Grey  
School Issued apparel is Permitted  
Hoodies are NOT permitted other  
than official school issued hoodies.



Students MUST wear tennis shoes.



Grey Polo Shirt  
(Accel Logo is optional)

Khaki Pants  
(must be worn with a belt)



# HIGH SCHOOL UNIFORM

PLEASE AHERE TO UNIFORM POLICY

Outerwear/ Jackets must be Solid Black  
School Issued apparel is Permitted  
Hoodies are NOT permitted other  
than official school issued hoodies.



Students MUST wear tennis shoes.

Maroon Polo Shirt for 9th Grade  
Athletic Gold or White Polo Shirt 10th-12thGrade  
(Accel Logo is optional)



Khaki Pants  
(must be worn with a belt)



# Dress FOR Success

*Mondays & Thursdays*

Dress for Success will introduce our students to various professional attire options and provide tips on how to dress appropriately for different occasions. Our goal is to help students feel confident and empowered in their appearance as they embark on their career journeys. We understand the importance of making a positive first impression, and we believe that dressing for success plays a significant role in achieving that. By learning how to dress professionally, our students will be better equipped to navigate the professional world with style and grace.

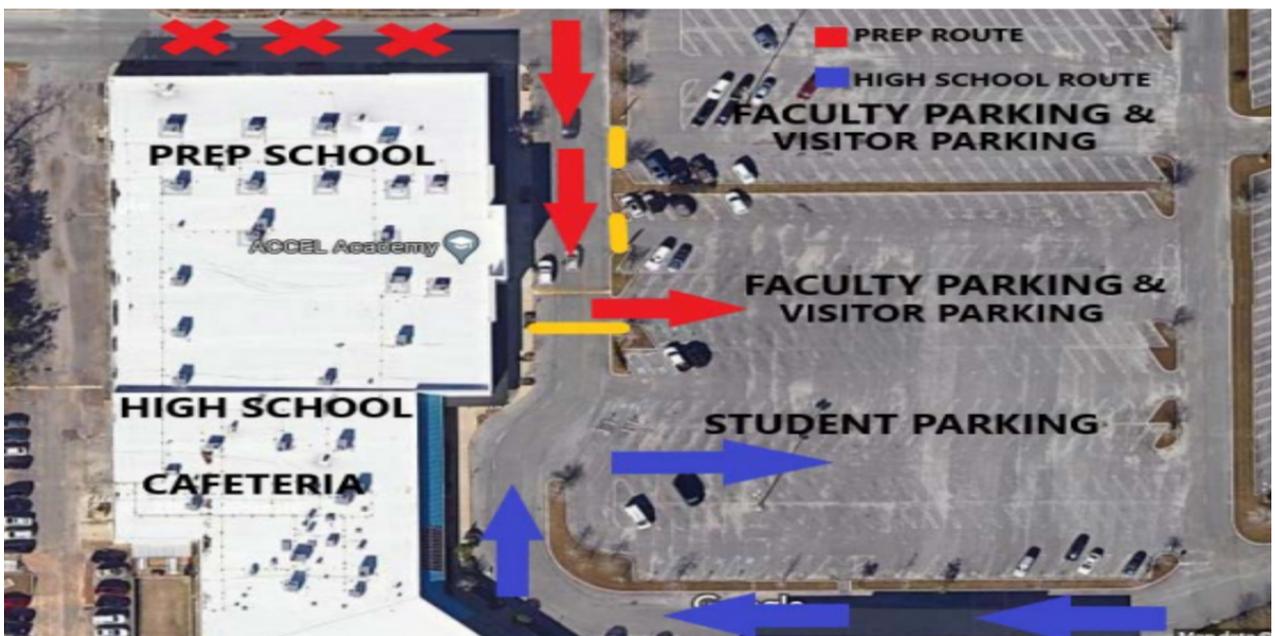
**Includes**

- Ties (Young Men)
- Cross Ties (Young Ladies)
- Khaki Bottoms

## SECTION XXVII

### PICK UP AND DROP OFF

Please follow the arrows on the map below for designated pick up and drop off areas for your scholar(s). Parents having children attending both High School and Prep MUST pick his or her scholars up individually and MUST utilize BOTH car lines. Scholars can only be picked up from the front of the building in which they are enrolled.





## **Student Handbook Acknowledgement Form 2024-2025**

*All parents and/or legal guardians must sign the form below acknowledging that they have read the student handbook and are aware of the contents and implications.*

This part of the student handbook is to be used for the explicit purpose of obtaining an official signature of the parent or legal guardian and will be filed in the school office.

In signing this form, I certify that I have read the student handbook, and I am aware of the contents and implications. After having read the information in the handbook, I am thoroughly familiar with the contents.

For the 2024-2025 school year, I understand that home is the first point for proper screening to determine if a child is exhibiting COVID-19 symptoms. I also understand that it is my responsibility to self-report symptoms of illness to MAEF Public Charter Schools, Inc. School Nurse, at 251-301-0050. I agree to check my student(s)' temperature daily and will NOT send my student(s) to school with a temperature greater than 100.4, loss of taste/smell, cough/shortness of breath, sore throat, loss of appetite, nausea, vomiting, or diarrhea.

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Official Signature of Parent or Legal Guardian

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Name of Student