AMERICAN LEADERSHIP ACADEMY

LEXINGTON





K-12 PARENT & STUDENT

2025-2026 HANDBOOK

AMERICAN LEADERSHIP ACADEMY

American Leadership Academy (ALA) reserves the right to update this Handbook at any time in accordance with its policies and procedures. This Handbook replaces all prior versions. The most recent version of the Handbook is available on ALA's website.

The following policies and procedures are not intended to be all-inclusive. ALA reserves the right to interpret, apply, or terminate the following policies and procedures, in whole or in part, at its sole discretion.

ALA has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy. If any part of the Handbook is, for any reason, held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.

By enrolling in ALA, Parent/Legal Guardian and Student agree that they have read and understand the information contained in this Handbook, and that both Parent/Legal Guardian and Student will abide by all ALA policies and procedures contained in this Handbook, or elsewhere, while Student is enrolled at ALA.

This handbook is a living document. Its policies or procedures are continually reviewed and updated. Any amendments to this document will be provided to students, staff, and parents.

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PHILOSOPHY

American Leadership Academy–Lexington was founded to provide parents a choice in their child's education. We are committed to partnering with families to help every student reach their highest individual potential academically, socially, and emotionally. When it comes to education, we believe the environment matters. This is why we have created an environment that reinforces traditional values (RAISE) that are taught in the home, combined with a rigorous curriculum. The moral and wholesome environment found at ALA creates a safe culture where distractions are minimized, and learning is accelerated.

MISSION

In support of the family, to provide the best educational experience to as many students as possible in a moral and wholesome environment.

VISION

Learn. Lead. Change the World!

VALUES

ALA espouses five universal values which permeate daily life and culture on and off campus: Respect, Accountability, Integrity, Service, Excellence (RAISE).

STUDENT LEADERSHIP PLEDGE

As a student of American Leadership Academy, I **RESPECT** others and myself. I am **ACCOUNTABLE** for my choices, and I demonstrate **INTEGRITY** by honoring my word. I **SERVE** others and seek **EXCELLENCE** in all I do. By living the **RAISE** values, we will fulfill our vision to **Learn. Lead. Change the World!**

ENROLLMENT & ADMISSIONS

In accordance with S.C. Code Ann. § 59-40-50(8), ALA accepts all students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. Enrollment priority is given to the following students:

1. Limited to no more than twenty percent (20%) of the school's total enrollment, unless granted a waiver by the State Board of Education, the following:

    a. Children or legal wards of ALA's Board of Directors;

    b. Children or legal wards of persons employed full-time by the school.

2. Students enrolled in the charter school the previous year (This preference excludes returning students from the need to enter into the lottery each year).

ALA does not limit admission based on race, ethnicity, national origin, religion, gender, gender identity, income level, disability, English proficiency, or athletic ability.

ALA may refuse to admit any student expelled or awaiting expulsion from their previous school (*see* S.C. Code Ann. § 59-40-50(C)(2) and § 59-63-217(A)).

ALA's Enrollment and Lottery Policy is available upon written request and supersedes any other previously established enrollment policy. Please refer to ALA's Enrollment and Lottery Policy for additional information.

APPLICATION PROCESS

Applications may be submitted during the open enrollment period, prior to the start of each school year. Open enrollment dates for the upcoming school year will be posted on the school's website.

Application forms can be accessed via the school's website or at the front office of each campus. All applications must be complete to be considered received. Applications will be time-stamped upon receipt.

Following notification of acceptance, parents/legal guardians have seven calendar days to confirm acceptance and complete all necessary documentation provided to the parents/legal guardians by ALA. Failure to complete the necessary documentation within this timeframe may result in loss of priority. Complete documentation is necessary to ensure proper course placement.

The enrollment process will be considered complete when parents/legal guardians have submitted an electronic enrollment form, proof of residency form, student immunization records, student birth certificate, or other required documents. ALA may require parents/legal guardians to submit additional documentation including, but not limited to IEP, 504 Plan, records request, etc.

Any false statement or omission of information on enrollment documents (interest forms or enrollment forms), including falsely indicating priority eligibility, may result in revocation of enrollment offers.

KINDERGARTEN ENROLLMENT POLICY

Children must have reached their fifth birthday on or before August 31st of the current school year ("Regular Kindergarten Enrollment"). ALA will not enroll Early Kindergarten students after the 10th day of classes in a school year.

If there is a waitlist, students with a birthday before September 1 will be given priority over students with a birthday on or after September 1. Regular Kindergarten Enrollment students with older siblings already enrolled at ALA will have priority. Early Kindergarten Enrollment students with older siblings already enrolled at ALA will have priority over Early Kindergarten Enrollment students that do not have siblings already enrolled at ALA. Both Regular Kindergarten Enrollment and Early Kindergarten Enrollment students are subject to relevant additional stipulations of American Leadership Academy adopted Enrollment Policy.

STUDENT RECORDS

In accordance with ALA's Enrollment and Lottery Policy, all documentation generated by the school via the school's Student Information System (SIS) will contain the full legal name and gender of the student as listed on the student's official birth certificate. Such documentation may include, but is not limited to, official transcripts, report cards, school correspondence, attendance reports, etc. Notwithstanding the above, school staff will, upon request, refer to the student by a nickname sanctioned by the student and his/her parents/legal guardians.

CUSTODY ISSUES INVOLVING ENROLLMENT & STUDENT RECORDS

ALA will not involve itself in custody disputes or negotiations.

If a student's parents have shared or joint legal custody of the student and they disagree about the student's withdrawal from ALA, the school will not withdraw the student until both parents come to a written agreement regarding school attendance and present the written agreement to the school.

Unless otherwise provided by a court order or law, on reasonable request, both parents are entitled to equal access to information concerning their student's education including school records. It shall be the responsibility of the parents to provide school officials with a current copy of any custody orders and/or parenting plans. The school will follow the most current valid documents on file.

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation. If an individual other than the parent or legal guardian has the parent/legal guardian's permission to discuss the student's academic performance, behavior, or other necessary information, written authorization will be required by the parent/legal guardian.

REQUESTS FOR TEACHERS AND/OR CLASS (K-5)

For students in grades K-5, ALA does not allow parents/legal guardians to request a teacher and/or class. Student placement decisions will be made at the sole discretion of School Administration.

CLASS REQUESTS (6-12)

Parents/legal guardians of students attending grades 6-12 may have the option of selecting certain courses for their students. However, ALA reserves the right to make final decisions regarding student placement based on availability, class size, capacity, and other relevant factors. Requests for a teacher or core course change may be considered during the first two weeks of the school year, if the following conditions are met:

- Parent/legal guardian and teacher communication has occurred.
- Demonstrated evidence through student data that the student is struggling academically in the course.
- School Administrator approval has been obtained.

SCHEDULE CHANGES (6-12)

Schedules may be changed during the first two weeks of the school year in the following instances:

- Missing a period in schedule
- Incorrect placement
- Lacking a prerequisite
- Missing a course needed for graduation
- Missing a lunch period

Notwithstanding the above, the School Administration may need to change a student's schedule due to extenuating circumstances (e.g. addition of teaching staff).

POWERSCHOOL PORTAL ACCEPTABLE USE GUIDELINES

PowerSchool (PS) Portal or "Parent Portal" provides a direct communication between the school and parents/legal guardians. Once you log on to the portal you will be able to access information on your student including grades, attendance, schedule, immunizations, and an access log.

ALA reserves the right to determine student and parent/legal guardian access to PowerSchool. The school reserves the right to deny or discontinue access to PowerSchool with or without warning, for any reason, including abuse of the portal, court orders, or other legal proceedings that limit the availability of private educational data. Students and parents/legal guardians will follow the rules provided by both these guidelines and the law.

Use of PowerSchool Portal Access to PowerSchool is a privilege, not a right. Users of PowerSchool are expected to adhere to the following guidelines:

- Users shall act in a responsible, legal, and ethical manner.
- Users are responsible for keeping their PowerSchool passwords confidential and should take all reasonable precautions to prevent others from being able to use their account.
- Users shall not share their password with anyone, including their own family members.
- Users shall not set their computer to automatically log into PowerSchool.
- Users who identify a security problem with PowerSchool must notify the campus front office immediately, without demonstrating the problem to anyone else.
- Users shall not attempt to gain unauthorized access to PowerSchool or to go beyond access authorized by ALA. This includes attempts to log in through another person's account or to access another person's files.
- Users shall not make deliberate attempts to disrupt the PowerSchool system or to destroy any data on PowerSchool.
- Users shall not deliberately cause damage to computer equipment or the school's network or assist others in doing the same.
- Users shall not attempt to harm or destroy data of another user, the school or the school network by spreading viruses or other means.
- Users shall not use PowerSchool for any illegal activity, including violation of Data Privacy Laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.

Limitation of Liability: Students and parents/legal guardians are responsible for their use of PowerSchool. ALA and its staff make no guarantees that PowerSchool will be error-free or without defect. ALA will not be responsible or liable for any damage a student or parent/legal guardian may suffer as a consequence of using PowerSchool or information through PowerSchool. ALA reserves the right to revise this policy at any time, with or without notice and for any reason ALA deems appropriate.

VISITORS AND VOLUNTEERS

VISITORS

Parents and guardians are permitted and encouraged to visit, tour, and observe American Leadership Academy–Lexington classrooms. Classroom observations must be non-impacting to the academic calendar and student learning and must be scheduled at least 2 academic days in advance unless the teacher's schedule permits an earlier visit. All visitors and observers are expected to be respectful of the learning environment and shall avoid interacting with students or staff during classroom observations.

All visitors are required to: (1) sign in at the front office; (2) present a photo ID; (3) be listed as an Emergency Contact, or be accompanied by an Emergency Contact as listed in the school's Student Information System (SIS) (for currently enrolled students); or be an approved visitor with a scheduled tour, visit, or observation (for prospective students); (4) allow staff to accompany the visitor for the duration of their visit as deemed appropriate by the School Administration; (5) sign out when leaving the campus.

Visitors and volunteers will be authorized at the discretion of the School Administration and may be limited in accordance with mitigation measures addressing any current public health needs. We request that visitors and volunteers feeling ill refrain from coming to campus and follow the illness policy in this handbook.

American Leadership Academy is committed to creating and maintaining a learning atmosphere where students feel safe and are free from outside distractions. While on campus, visitors should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with ALA staff and students. Disruptive behavior will not be permitted. All other business interactions (email, letters, personal conversations, social media, etc.) will be conducted in a professional manner. Parents/visitors that fail to meet these standards may be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from visiting the campus pursuant to GS § 14-288.4(4).

Visitors are prohibited from assisting students with their work. Visitors are not permitted to take pictures, record video, or record audio unless they have written permission from the School Administration. Under no circumstances is any individual who does not possess a valid background check permitted to be alone with a student unless the visitor is the parent or legal guardian of the student.

VOLUNTEERS

1. Volunteers of American Leadership Academy bear the responsibility of modeling leadership, comportment, and civility. Volunteers that violate this trust may be released from their positions and banned from further opportunity at the School. Violations include, but are not limited to, improper advances towards students, vulgar or offensive language, defamation of property, promotion of disruptive or uncivil behavior, etc.

2. **Parent Volunteers.** ALA supports parent volunteer programs that support a learning objective and balance parents' desires to participate in their children's education with the need to minimize disruptions to their students' learning environment. Toward that end, the campus, in coordination with the ALA Board of Directors, may establish limited volunteer opportunities for specific times, days, or events. Parents desiring to participate in school-approved volunteer opportunities are required to:

a. Submit to a background check. The background check must be approved by the School prior to volunteering on campus. Volunteers are required to have a current background check on file in order to volunteer;
b. Check in at the front desk;
c. Provide photo ID;
d. Sign the Volunteer Code of Conduct Form;

e. Complete the American Leadership Academy Volunteer Confidentiality Agreement;
f. Display a volunteer sticker/badge for the duration of their time on campus, or at School sponsored events.

Volunteers must pay for and submit to a criminal history check, and this must be approved by the School prior to volunteering on campus. Background checks have corresponding expiration dates and must be renewed on a 3-year cycle. Parents are responsible for the costs of any renewal background checks that may be required. However, the school may, at its discretion, cover such costs.

Charges/infractions that may immediately disqualify an individual from volunteering on campus include, but are not limited to:

- Sex offense or offense related to children (e.g., Child endangerment, neglect etc.)
- Felony charges

Parent volunteers are not allowed to be alone with any student other than their own child. Parent volunteers must be supervised by School personnel at all times.

3. **Classroom Volunteers**. Individuals approved to assist in the classroom as a volunteer must coordinate with the teacher and Campus Administration, as directed by Administration prior to their visit. Volunteers should support teachers' efforts to maintain order and avoid disruptive and counterproductive behaviors and actions. If a volunteer fails to uphold these standards, they will be asked to leave the premises.

4. **Moral and Wholesome Environment**. American Leadership Academy is committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions.

5. While on campus or at ALA events, volunteers should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with ALA staff and students. Disruptive behavior will not be permitted. All other business interactions (emails, letter, personal conversations, social media, etc.) will be conducted in a professional manner. Volunteers that fail to meet these standards may be asked to leave the campus. Those who fail to abide by these guidelines and/or interfere with the learning environment may be banned from volunteering and/or visiting the campus.

6. Visitors and volunteers will be authorized at the discretion of the School Administration and may be limited in accordance with mitigation measures addressing any current public health needs. We request that visitors and volunteers feeling ill refrain from coming to campus and follow the illness policy in this handbook.

ATTENDANCE

All students are required to attend school each day school is in session. For grades K-5, attendance is taken promptly in the morning. For grades 6-12, attendance is taken each period throughout the day. When a student is absent, it is the responsibility of the parent/legal guardian to notify the school by calling the appropriate school contact point. Parents/legal guardians must notify the school within 24 hours of the absence in order for the absence to be considered "excused". The attendance voicemail is available 24 hours per day. Sending an email directly to a student's teacher will not be considered proper notice. Failure to provide timely notice to the school will result in the absence being coded as "unexcused."

The school will make a reasonable effort to telephone and notify the parent/legal guardian of students who are showing as unexcused.

ABSENCES

An absence will be considered excused when due to an illness, doctor/dental appointments, religious observances, family emergencies (death, court appearance, etc.), and/or out-of-school suspensions. Excused absences due to out-of-school suspension must not exceed 10% of the instructional days scheduled for the school year. Excused or unexcused absences may not exceed 10% of the instructional days scheduled for the school year. Students who miss

more than 10% of instructional days in an academic year will lose credit for their courses taken in said year. Medical absences that may be long-term and/or the result of a documented chronic illness will require an Individual Health Plan (IHP) in place for absences to be excused. Documentation is required prior to absences for religious observances, see the front office for details. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused unless receiving prior authorization by an Administrator *and* all classwork is completed within the excused timeframe.

For absences relating to illness (including chronic illness), doctor appointments, bereavement, family emergencies, or Administrator-approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per S.C. Code Ann. § 59-65-70. The school will document the date, reason, and person reporting the absence.

Pursuant to S.C. Code Ann. § 59-65-70, in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

Additionally, ALA is required to adhere to all attendance requirements as applied to charter schools pursuant to S.C. Code Ann. § 59-40-50. In accordance with this requirement, State Board Regulation ("S.B.R.") 43-274 establishes lawful and unlawful absences, truancy, habitual truancy, and chronic truancy, as outlined below:

I. Lawful and Unlawful Absences

(A) School districts must adopt policies to define and list lawful and unlawful absences. Lawful absences include but are not limited to:

(1) absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others,
(2) absences due to an illness or death in the student's immediate family,
(3) absences due to a recognized religious holiday of the student's faith, and
(4) absences due to activities that are approved in advance by the principal.

(B) Unlawful absences include but are not limited to:

(1) absences of a student without the knowledge of his or her parents; or
(2) absences of a student without acceptable cause with the knowledge of his or her parents.

(C) Suspension is not to be counted as an unlawful absence for truancy purposes.

II. Truancy.

The State Board of Education recognizes that truancy is primarily an educational issue, and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

(A) Truant. A child ages 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

(B) Habitual Truant. A "habitual" truant is a child age 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.

(C) Chronic Truant. A "chronic" truant is a child ages 12 to 17 years who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

In addition, excessive absences may result in a meeting with School Administration or disciplinary action, including but not limited to: possible withholding of credit for grades K – 12, attendance contracts, and/or in-school suspension.

Students who are absent from school more than 50% of the day of an activity may not attend activities planned on that day, such as, but not limited to; sporting events, after school events/parties or extra-curricular activities.

TARDINESS

Students should be in their classroom and in their seats when class begins. Students who fail to arrive at school or class on time are considered tardy. 6-12 students arriving after their class has started may be sent to the Prepared and Ready Area ("PAR") until the start of the next class. The School Administration is responsible for enforcing disciplinary action against a student any time he/she is tardy. In some cases, tardy students may be marked absent. Excessive tardies, excused or unexcused, may result in detentions, Saturday school, in-school suspensions, meeting with Administrators/Attendance Contract, loss of eligibility for extra-curricular activities, loss of credit for grades 6-12, or further administrative action.

A tardy may be considered excused when due to an illness, doctor/dental appointments, religious observances, or family emergencies (death, court appearance, etc.), or circumstances beyond a student's control. A note from parent/legal guardian may be required. Parents/legal guardians may be notified via email of each unexcused tardy, and, if necessary, by telephone as required by law.

CHECKING STUDENTS IN/OUT OF SCHOOL

Any student arriving late to school must be checked in by a parent/legal guardian or authorized representative. This also applies when checking a student out of school. School Administration will exercise caution in releasing students during the school day. If a student must be checked out of school prior to the end of the school day, a parent/legal guardian is required to personally sign their student out before leaving the campus. Parents/legal guardians must present a valid government-issued ID at the front office to verify their identity. Only authorized persons listed in PowerSchool may check students in or out of school.

Students who are 17 years of age or older may sign themselves out for appointments if their parent/legal guardian has emailed or called the school in advance to confirm the appointment and approve the student's early release.

Please be aware that students who are checked out before a certain time may be marked absent for half or all of the school day in accordance with state instructional minutes guidelines. As a matter of policy, students are prohibited from leaving campus within 30 minutes of the end of the school day (unless there is an emergency).

In the event of illness, parents/legal guardians or emergency contacts will be responsible to pick up their student(s) immediately upon being contacted by the school health office. Please keep the school office updated with current phone numbers and emergency contact information.

STUDENTS ON CAMPUS

Under no circumstances may students remain on campus unsupervised. Per ALA policy, students are permitted on campus no earlier than the time designated by School Administration unless the student is enrolled in the before care

program at the ALA campus. If students arrive before the designated time, they will not be allowed inside the building or within the gates of the campus. Students are to vacate campus after the final bell unless involved in an authorized activity such as tutoring or other after school program. Parents/legal guardians should pick up their student(s) within 20 minutes after the end of the school day. Students unaccompanied by a parent/legal guardian will be escorted to a designated waiting area. This includes siblings of students who are involved in an authorized activity but who themselves are not part of that group or activity.

CLOSED CAMPUS POLICY

Student safety is one of ALA's top priorities and therefore ALA maintains a closed campus. Students are prohibited from leaving campus for any reason during school hours or during after-school activities, unless excused or accompanied by the adult supervisor of that activity.

Persons who come onto campus without official business are considered to be trespassing. All visitors to the school must come directly to the campus front office where they must sign in and obtain an official school visitor's pass to be worn visibly on their outer clothing. Please review ALA's Visitor Policy for more information.

Individuals unaffiliated with ALA are prohibited from entering ALA buildings or property without permission from School Administration. All visitors must check-in at the front office and must wear a visible visitor badge distributed from the front office only.

DROP-OFF/PICK-UP

Parents/legal guardians are responsible for safely transporting students to and from school. Carpools are strongly encouraged. ALA is not responsible for carpools and assumes no liability for matters related to the organization, management, or execution of carpools.

Parents/Guardians are responsible for notifying the school of individuals authorized to pick up the student for carpool transportation.

Substitute Rides Home: ALA accepts no responsibility for students getting substitute rides home in their carpool. Parents/legal guardians should ensure their student(s) knows whom they are riding with before the school day begins. Parents must provide written notification to the school to allow for substitute carpool rides.

TRANSPORTATION

ALA offers limited transportation services to parents/legal guardians. For information regarding bus routes, bus rules, please check the transportation page on the school website. You may also contact the school office.

PICK-UP/DROP-OFF AT BUS STOPS

ALA bus stops are located on designated routes. The school takes no responsibility for supervision of these bus stops. All students will be released from the bus at the stop, except kindergarten and first grade students who will be released to a parent/legal guardian, older sibling, or guardian. If a responsible party is not at the bus stop, the kindergarten or first grade student will remain on the bus and be returned to the school for parents/legal guardians to pick up. Buses are on a tight schedule and not allowed to wait more than 1-2 minutes.

TRANSPORTATION POLICY AND PROCEDURE

The following rules apply to all students when riding ALA transportation:

- ALA will not tolerate any student interfering with the bus driver's ability to do her/his job.

- Kindergarten and First Grade – a parent/legal guardian MUST be at the bus stop to receive your student each day. If a parent/legal guardian is not there, your kindergarten or first grade student will not be let off the bus. They will be returned to the school at the end of the school route.
- Keep the aisle clear of obstructions.
- Keep the bus clean.
- Be on time for the bus, morning and afternoon.
- Sit facing forward in assigned seats.
- Yelling and vulgar language are prohibited.
- Students shall not extend hands, arms, head, or objects through the bus windows.
- Return windows to a closed position if you open them.
- Do not eat, drink or chew gum on the bus.
- Do not have glass, tobacco, weapons, reptiles, animals, or insects of any kind on the bus.
- Keep all personal possessions in your backpacks or pockets.
- In no way damage the bus or personal property.
- A violation of these rules may subject the student to discipline up to and including the loss of a student's right to use the bus, and/or other consequences as per the Conduct & Consequences Matrix (CCM).

STUDENT CODE OF CONDUCT

Students are expected to abide by all ALA policies and procedures. The discipline plan at ALA reflects the RAISE Leadership Values. Students are expected to be self-governed and to respect the rights and property of others. ALA students should conduct themselves with courtesy, refinement, and professionalism throughout the school day and any time they represent the school in extra-curricular activities, field trips, or any other school sanctioned event. Students who break this trust will be restricted from extra-curricular activities and may receive additional discipline as necessary.

GENERAL SCHOOL RULES

Students will:

- Work together with teachers to create a classroom that is safe, conducive to learning, clean, and free from distractions.
- Use good manners and polite speech.
- Treat others with respect.
- Be honest and demonstrate integrity at all times.
- Accept corrections respectfully.
- Display a positive attitude.
- Treat school property with respect.
- Refrain from bringing toys, pets, inappropriate literature or media, electronic devices or other items that are unsafe or that could disrupt the learning environment.
- Not chew gum on campus.
- Abide by all ALA policies and procedures.

CLASSROOM RULES

- Be Responsible; follow all directions when given.
- Be Respectful; be on time, raise your hand if you need teacher's attention, and stay in your seat unless you have been given permission to leave your seat.
- Be Ready; bring all needed materials to class.
- Be Considerate: keep all objects, hands, and feet to yourself.
- Be Kind; if you don't have anything nice to say, then don't say anything at all.

- No food or drink in the classroom (with the exception of water), unless authorized by School Administration (examples may include approved classroom party or where circumstances require lunch to be eaten in the classroom).

CAFETERIA RULES

- All students should cooperate with lunch staff by displaying good manners and keeping the dining area clean.
- Lunches may not be consumed outside of the designated area.
- No food or drinks are allowed within the halls and classrooms, unless prior arrangements have been made with School Administration.
- At the discretion of School Administration, backpacks and playground equipment are to be left in designated areas before buying food.

PLAYGROUND RULES (Lower School)

Students will:

- Follow all playground rules.
- Return all playground equipment to its designated place.
- Use playground equipment in a safe manner.
- Demonstrate good sportsmanship.
- Only play in designated areas.
- Refrain from throwing rocks.
- Play safe and nonviolent games (no tripping, pushing, tackle football, etc.).

STUDENT AND CAMPUS SAFETY RULES

- Students shall not loiter in restrooms.
- At no time will more than one student be in a restroom or shower stall. Any student in restroom or shower stalls where violations of school rules occur may be part of those violations.
- During the school day, students not attending a scheduled class or having prior School Administration approval to be at the school shall not be on campus grounds.
- Students shall not be on school grounds outside of school hours unless participating in or attending a school-sanctioned activity.
- In addition to consequences for violating the school's guidelines on the use of phones during the school day, students using phones or phone cameras in restrooms, locker rooms, or changing rooms may face additional disciplinary measures.

GUIDELINES PERTAINING TO THE FLAG AND PLEDGE OF ALLEGIANCE

The United States flag and the Pledge of Allegiance are important symbols of the democratic heritage of the United States. The pledge is said at the beginning of the day in school. Students who, because of religious or other deep personal conviction, do not participate in the Pledge of Allegiance to the flag will stand or sit in silence.

TECHNOLOGY & WEB

CELL PHONES & ELECTRONICS

Students may use the office phone only for emergencies. Cell Phones and Smart Watches are allowed on campus; however, they must be turned off and out of sight, such as in backpacks or as otherwise directed by school administration, from the time they come on campus until the end of the school day. Violations of this policy may

result in consequences as outlined in the CCM. ALA assumes no responsibility for lost or stolen items. Earbuds/headphones are NOT allowed to be used during school hours and may not be worn on any part of a student's body during school hours. Failure to comply may result in disciplinary action. Exceptions to this policy may be granted by School Administration Students for instances such as IEPs, Medical Plans, or 504 plans.

TECHNOLOGY & INTERNET SERVICES ACCEPTABLE USE POLICY

Computers, technology, and internet resources are provided for educational purposes only. Students are prohibited from sending or requesting offensive or illegal material. Violation of this policy may result in revocation of access privileges, school disciplinary action may be taken per the CCM, and/or appropriate legal action may be taken.

In rare situations, ALA may provide Internet Services to qualified students. To assure that the internet is used in an appropriate manner and for the educational purposes intended, ALA will require anyone who uses the ALA internet network to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to

follow ALA internet network guidelines and procedures will be denied access to ALA's internet network and may be subject to disciplinary action.

Each student will be required to sign a Network User Agreement. ALA may log the use of all systems and monitor all system utilization. Accounts may be closed, and files may be deleted at any time.

Each student using the ALA Internet Network shall:

- Use the internet to support personal educational objectives consistent with the educational goals and objectives of ALA.
- Agree not to submit, publish, display, download, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students are not to download any unauthorized software of material, including, but not limited to pictures, games, apps, and software.
- Students are not to post pictures to social media of ALA students without signed parental release forms.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Follow ALA's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

AUDIO AND VIDEO RECORDING GUIDELINES

Particular care is to be given to requests for authority to record audio or video at American Leadership Academy–Lexington campuses, offsite at ALA organized events, and over the phone between members of the community. The purpose of these guidelines is to set forth expectations regarding the recording of classes, meetings, or other conversations at ALA campuses, offsite at ALA organized events, and over the phone between members of the community. These guidelines intend to strike a balance between the legitimate uses of audio and visual recordings, and concerns including privacy, protection of intellectual property, misuse of information, and potential frivolous claims.

ALA's commitment to and reputation for excellence are some of its most valued assets. The goal of these guidelines is to protect ALA's students, employees, and ALA's reputation. To respect privacy concerns, the secret recording of meetings or other conversations is strictly prohibited. Audio and video recordings may only be made with the prior written consent of School Administration.

It is expected that volunteers, parents/legal guardians, students, and staff will respect the privacy of other individuals. Consequently, the secret recording (audio or video) of classes, meetings, or other conversations, including telephone calls, is strictly prohibited. Volunteers, parents/legal guardians, students, and staff are also strictly prohibited from arranging for others to record conversations, telephone calls, or other ALA activities, unless written permission is received from all participants.

Downloading recorded conversations to a computer, uploading them to the internet, or otherwise sharing, transmitting or publishing such recordings without the prior written consent of all participants is prohibited. Recordings may be made only with the prior written consent of School Administration. Surveillance cameras/equipment and software may be placed on ALA's campuses by authorized school personnel to protect public safety, to prevent or deter crimes, and to facilitate investigations into criminal activities or violations of ALA guidelines and policies.

SOCIAL MEDIA GUIDELINES

American Leadership Academy maintains several social media sites to allow parents/legal guardians, staff, and community members to interact in a positive and friendly manner. ALA reserves the right to remove anything deemed inappropriate or offensive. Persons who post offensive or inappropriate comments or material on ALA social media sites may be blocked from future participation. The following items are an example of prohibited posts on ALA social media:

- Abusive or personal attacks
- Material that is unlawful, defamatory, hateful, threatening, harassing, or embarrassing
- Personally identifiable information
- Confidential information
- Third-party advertising
- Chain letters or spam

Use of ALA trademark names, images, or other information or other intellectual property of ALA when creating or using unofficial or personal social media accounts, forums, pages, posts, or messages without written permission is strictly prohibited. As outlined in this handbook and the Conduct and Consequences Matrix, students using social media in ways that negatively impacts ALA students, staff and/or activities may be subject to disciplinary action.

ARTIFICIAL INTELLIGENCE (AI) TOOLS ACCEPTABLE USE

Purpose

These guidelines outline the acceptable and responsible use of Artificial Intelligence (AI) tools by students to support learning, creativity, and ethical conduct within the academic environment.

1. Acceptable Use

Students may use AI tools (e.g., ChatGPT, Grammarly, image generators, etc.) under the following conditions:

- Research and Learning Support: To explore topics, brainstorm ideas, and understand complex concepts.
- Writing Assistance: For grammar checks, drafting support, and writing structure—only if permitted by the instructor.
- Creative Projects: To enhance art, music, writing, and multimedia work—as long as AI contributions are clearly labeled.

2. Prohibited Use

Students may not use AI tools for:

- Academic Dishonesty: Submitting AI-generated work as their own without disclosure or instructor permission.
- Bypassing Learning: Using AI to complete assignments, essays, or exams without understanding the content.
- Plagiarism: Copying outputs without proper attribution or violating intellectual property laws.
- Harassment or Inappropriate Content: Using AI to create harmful, offensive, or unsafe material.

3. Transparency and Attribution

Students must disclose the use of AI in assignments when it has contributed substantially to the work.

A suggested statement for disclosure: *"Portions of this assignment were developed with the help of [AI tool name]."*

4. Instructor Guidelines Take Precedence

Individual instructors may have specific rules regarding AI use in their courses. Students are responsible for understanding and complying with these expectations.

5. Privacy and Data Use

Students should not input personal information, private data, or sensitive school material into AI tools.

Use only approved AI platforms that comply with data protection and privacy standards.

6. Consequences of Misuse

Violations of these guidelines and policy may result in:

- Academic penalties (e.g., grade reduction, redo of assignment).
- Disciplinary action in accordance with the institution's academic integrity guidelines.

UNIFORM DRESS CODE

ALA requires students to wear uniforms to school to support the school's mission. Compliance with the Uniform Dress Code (UDC) is mandatory. To attend class, all students must be in compliance with all aspects of the UDC. Furthermore, the UDC applies when students are riding the school bus and when attending extra-curricular events. The UDC can be found at the school's website.
In general, students must present a clean, modest, and neat appearance. Clothing must be worn right side out, of appropriate size, and worn correctly. Clothing shall not have holes or be intentionally torn. Clothing items must be one solid color.

Throughout the school day and at extra-curricular events, ALA Staff will conduct a dress code check to ensure the students are in compliance. ALA Staff have authority to determine whether clothing is inappropriate or a distraction. When students are deemed to be out of compliance, the following discipline procedure will apply, at the discretion of ALA Staff:

- The school may notify parents/legal guardians and require parents/legal guardians to bring compliant clothing to school for their student(s); and/or
- Students may receive a yellow card; and/or
- Repeat violations will result in further school discipline; and/or
- Consequences described in the Conduct & Consequences Matrix ("CCM")

Exceptions to the Uniform Dress Code Policy may be granted for medical necessity or religious beliefs provided that justification is submitted to and approved by campus administration. Requests for medical or religious

accommodations should be made as soon as possible after identifying potential conflicts with the Uniform Dress Code Policy.

DRESS DOWN DAY / SPIRIT DAYS

From time to time, students may be allowed to have a dress down day or a spirit dress day (e.g., themed dress day). In general, students must present a clean, modest, and neat appearance. Clothing must be worn right side out, of appropriate size, and worn correctly. On themed dress days, students must either dress in the designated theme or be in standard ALA uniform dress code. In all cases, School Administration reserves the right to determine whether a student is complying with ALA dress code. Guidelines for dress down days will be distributed by School Administration.

SPECIAL EVENTS / DANCES

Throughout the year, events may occur that warrant special dress up days. Departures from standard school dress code may be approved by School Administration in these instances. Below, find examples of appropriate dress for these occasions (Please note that these items constitute guidelines and not a comprehensive code. Further instructions and/or restrictions may be given by the School Administration relevant to the particular event.)

- Dress-up attire for girls consists of a conservative and modest blouse/skirt/pants or dress. All skirts and dresses must be knee length or longer and may not be tight or revealing in any way. Midriffs must be covered, and blouses may not be low-cut.

- Dress-up attire for boys consists of long-sleeve, button-up, collared dress-shirt with a conservative tie, and dress slacks with a belt.

Note: Dress-up days are not required. As such, if a student does not have proper attire to "dress-up," no undue burden is placed on them to purchase dress-up compliant attire. Standard ALA dress-code is acceptable. Likewise, dress-up days are a privilege, not a right. If student(s) are not appropriately dressed, they will be denied admittance to the event.

PROGRESSIVE DISCIPLINE POLICY, CONDUCT & CONSEQUENCES MATRIX (CCM)

School rules are designed to protect all students and foster an environment of order and discipline. It is important that parents/legal guardians and students understand the consequences of misbehavior. School Administration enforces adherence to school rules, policies, and procedures using a progressive discipline system. School Administration has discretion with respect to its enforcement authority. When considering disciplinary action, School Administration will seek to balance the severity of the conduct and the resulting discipline using the CCM which can be found at the school's website.

The CCM includes a list of common and/or serious student conduct violations along with a range of recommended consequences, which are meant as guidelines. Unless the law or circumstances warrant imposing an alternative consequence, the discipline imposed is the sole discretion of School Administration.

Serious violations such as possession of a firearm or dangerous weapon, sexual abuse or any other abuse, possession of alcohol/illegal drugs will automatically be reported to law enforcement and/or the South Carolina Department of Education.

Persons that disagree with the Hearing Officer's expulsion determination may appeal his/her decision by submitting a written appeal within five business days to Charter One operational leadership. Charter One will submit that appeal and the record from the disciplinary hearing to the Governing Board of Directors, who shall review the written appeal and issue a final determination within 30 days of the initial request for appeal.

POLICY PROHIBITING STUDENT HARASSMENT, INTIMIDATION, BULLYING, AND HAZING

Pursuant to G.S. § 115C-407.15, students are prohibited from harassing, intimidating, bullying, or hazing other students on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

DEFINITIONS

HARASSMENT: Intentional disruptive or threatening behavior by a student to another student; includes, but is not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs, and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, disability, size, or personal appearance.

INTIMIDATION: Intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

BULLYING: Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person. There are multiple forms of bullying – physical, emotional, and social. These can be carried out in person or through cyberbullying. Any bullying, on or off campus, which disrupts the learning environment will receive an immediate consequence – up to and including expulsion.

CYBERBULLYING: Any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other district-owned property, and by means of an individual's personal electronic media and equipment.

HAZING: Any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which both of the following apply: (1) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is

affiliated with an educational institution, and (2) The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

A person is considered a "student" who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with ALA and whose membership consists primarily of students enrolled at ALA.

PROCEDURES

Pupils and parents/legal guardians may make confidential reports to the Dean of Students, or any other professional staff member, of any incidents of harassment, intimidation, bullying, or hazing. American Leadership Academy Staff are required to notify the Dean of Students of harassment, intimidation, bullying, or hazing. Staff members shall preserve the confidentiality of those involved and may only disclose the incident to the Dean of Students, or other supervisor, or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of state law known to the staff member shall be treated according to relevant state

law and reported to a law enforcement agency. Staff members may be subject to disciplinary action for failure to timely report allegations or observations of harassment, intimidation, bullying, or hazing to the Dean of Students.

The Dean of Students, in consultation with the Director or Assistant Director, will determine whether an alleged act constitutes a violation of this policy. The Dean of Students shall conduct a prompt and thorough investigation of the alleged incident, including but not limited to meeting with the person who reported the incident. The Dean of Students may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. Once the investigation has been closed, the Dean of Students will meet with the person who reported the alleged incident to discuss the investigation and conclusions. Appropriate action, including any disciplinary measures, will be taken if the allegations are validated. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with the person who reported the incident. The campus shall submit a written report of the findings to the district office. If the campus concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

CONSEQUENCES

Hazing is prohibited and will not be tolerated.

Any solicitation to engage in hazing is prohibited and will not be tolerated.

Aiding and abetting another person who is engaged in hazing is prohibited and will not be tolerated.

It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Students who commit acts of harassment, intimidation, bullying, or hazing will face consequences up to suspension or expulsion. When considering disciplinary action, the Director or Assistant Director will seek to balance the severity of the conduct and the resulting discipline using the *Conduct & Consequences Matrix* ("CCM") which can be found on the school's website. All suspected violations of law will be reported to local law enforcement.

Disciplinary action may result for acts of intimidation, harassment, bullying, or hazing which occur outside of the school and the school day when such acts result in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of ALA to maintain order.

American Leadership Academy prohibits retaliation against any person who reports an act of harassment, intimidation, bullying, or hazing. Students that engage in retaliation for reported violations of this policy will be subject to appropriate disciplinary action per the CCM.

An organization that knowingly permitted, authorized, or condoned harassment, intimidation, bullying, or hazing activities will face revocation or suspension of the organization's permission to conduct operations at ALA.

Any teacher or staff member who knowingly permitted, authorized, or condoned the harassment, intimidation, bullying, or hazing activity is subject to disciplinary action up to termination.

SEARCH & SEIZURE

School Administrators have the authority to conduct searches when they have a reason to suspect that the search will uncover evidence that a violation of school policy has occurred or that a law has been violated. Administrators may search student desks, cell phones, computers/laptops, tablets, smart watches, other electronic items, lockers, backpacks, vehicles, purses, or other personal belongings when reasonable suspicion exists and in order to determine if a school violation has occurred or a law has been broken. Items provided by ALA for storage (e.g., lockers, desks) of personal items are provided as a courtesy to the student but remain the property of the school and are subject to its

control and supervision. Therefore, students have no reasonable expectation of privacy in relation to these items.

ACADEMICS

The curriculum at ALA is fully aligned to the South Carolina K-12 State Standards. To view the South Carolina academic standards, please visit the South Carolina Department of Education website. The curriculum for American Leadership Academy is updated frequently based on changes to state standards as well as input from teachers and student assessment outcomes. If you have any questions regarding your student's curriculum, please contact your student's teacher or your campus administrator.

INSTRUCTIONAL TIME

ALA teachers maximize the effective use of every minute of instructional time. Please help minimize distractions during instructional time by leaving messages, money, materials, etc., with the front office. The front office will deliver all messages and materials to students. Only in instances of extreme emergency will front office staff interrupt core instructional time to deliver a message or materials. Birthday celebrations are not permitted as they interfere with instructional time. Please schedule your student's personal appointments outside of the instructional day.

GRADING WEIGHTS & SCALE

American Leadership Academy employs a continuous grading scale designed to enhance student learning. This approach involves a systematic calculation of a student's grade, where each new assessment is factored in at its designated weight, contributing cumulatively throughout the academic year. This method offers students precise feedback, allowing them to understand their standing in the class. Unlike traditional systems that rely on averaging separate quarterly grades, the course final grade in ALA is determined by the accumulation of points over the entire year.

Progress reports are available to parents at the end of every quarter, and grades continue to be calculated for a semester (for semester long courses) or for the year (for yearlong courses). ALA issues final grades for a semester-long course at the end of the semester without averaging quarter grades and issues final grades for year-long courses
without averaging semester grades. This approach offers students the best option for academic achievement.

GRADES K-6 GRADING WEIGHTS FOR ALL CLASSES

- 50% Assessments/Quizzes
- 40% Classwork
- 10% Homework

GRADES 7-12 GRADING WEIGHTS FOR ALL CLASSES

- 50% Assessments/Quizzes
- 20% Final
- 20% Classwork
- 10% Homework

Percentage	Grade	GPA Regular	GPA Honors
93%-100%	A	4.0	5.0
89.5%-92.9%	A-	3.7	4.7
87%-89.4%	B+	3.3	4.3
83%-86.9%	B	3	4

79.5%-82.9%	B-	2.7	3.7
77%-79.4%	C+	2.3	3.3
73%-76.9%	C	2	3
69.5%-72.9%	C-	1.7	2.7
67%-69.4%	D+	1.3	2.3
63%-66.9%	D	1	2
59.5%-62.9%	D-	0.7	1.7
Below 59.5%	F	0.0	0.0
W or W/D	W or W/D	0.0	0.0
Pass Fail	P/F	NA	NA

TEXTBOOKS

Textbooks are assigned to students for the current school year only. Students are responsible for proper care of all books. Textbooks will be collected at the end of the year and are expected to be in good condition. Students will be charged for books damaged beyond normal wear. Books must be returned to ALA if a student withdraws from the school. Report cards may be withheld until all books are returned and/or fees paid.

GRADE REPORTS

Parents/legal guardians are able to view student progress in their courses through the PowerSchool Parent Portal. Parents/legal guardians have the ability to print all grade reports through their Parent Portal. If you require assistance with obtaining a paper copy of a grade report, please contact your front office manager or Student Services Department (7-12).

HOMEWORK

ALA believes that meaningful homework is integral to the learning process and should be provided at all grade levels for the following purposes:

- To provide additional practice on previously learned skills (For example: completing math drills & problem sets, reading, researching and/ or writing).
- To enrich the learning experience (For example: sharing ideas with parents/legal guardians or using creative thought to complete a project or assignment).
- To provide students the opportunity to complete unfinished class assignments or make-up work due to absences.

Your student's teacher will provide clear expectations on all homework assignments. Concerns related to homework should be directed to your student's teacher and School Administration.

MAKE-UP WORK

Homework that is due the day that a student is absent is due upon return. Assignments missed due to an absence will be given an equal number of school days to complete assignments. Missed assignments may be picked up at the end of the school day. Students or parents/legal guardians must request make-up work 24 hours in advance of pick-up.

EXTRA CREDIT

In order to ensure ALA's lessons, assignments, and assessments truly reflect student mastery, ALA's academic program does not include extra credit offerings.

TUTORING

Teachers are available before and after school to assist with assignments. Please contact your student's teacher for a specific time to meet, as needed.

PROMOTION

Promotion is the standard advancement to the next grade after successfully completing an academic year of study. Students in grades K-5 will be promoted if they are able to succeed at the next grade level. Students at the Junior High and High School level will be promoted if they demonstrate that they are able to succeed at the next grade level by earning passing grades in all classes taken in a given academic year. School Administration and the classroom teacher(s) will work closely together when formulating recommendations for students. Recommendations will be formulated using the following information:

- Age
- Maturity
- Attendance
- Mastery of grade level standards
- Course grades

K-8 RETENTION

If a student fails to demonstrate competencies necessary for success in the next grade, students in grades K-8 may be considered for retention, or repeating a grade. If a teacher notices a significant decline in academic progress, they will first contact the student to review any issues with them. If the student continues to show a decline in progress, the teacher will contact the family and put together an academic plan to get the student back on track. Teachers may require additional tutoring sessions be established.

If it is in the best interest of the student to be retained, the parent/legal guardian, teacher, and School Administration will work in close cooperation to set up the student for success in the next school year. Ultimately, School Administration will have final say on whether the student will be retained.

Such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the student's individualized education plan and relevant federal and state law.

READ TO SUCCEED

The South Carolina Read to Succeed Act states that a student must be retained in third grade if the student fails to demonstrate reading proficiency at the end of third grade. The law specifies six good cause exemptions from mandatory retention; one of these exemptions is student attendance at a Summer Reading Camp. SC READY reading scores will be used to identify students who do not demonstrate proficiency in grade 3 reading and are candidates to attend Summer Reading Camp (one of the six "good cause" exemptions).

For more information on the Read to Succeed Act, parents should contact their school, or visit the SC READY webpage at https://ed.sc.gov/tests/middle/sc-ready/.

ACCELERATION

Grade placement acceleration will be decided on a case-by-case basis after careful consideration of facts relating to the student's growth and development. Grade acceleration must be approved by the School Administration and shall be based on:

- The best interest of the student.
- Sufficient data collected over time and related to the student's academic achievement level, physical development, social development, and mental abilities.
- Close cooperation between the parents/legal guardians and relevant school staff.

The Director shall have final say on decisions regarding the acceleration of students. Parental/legal guardian consent to grade acceleration should be in writing and maintained in the student's educational file. If a parent/legal guardian disagrees with the Director's decision regarding grade acceleration, they may appeal the decision to the Chief Academic Officer.

CREDIT RECOVERY COURSE PLACEMENT (9-12)

Prior to enrollment in a credit recovery course, students must have demonstrated a grade of "F" in the traditional course. Credit recovery courses are delivered through asynchronous courses.

POST-SECONDARY CREDIT (9-12)

American Leadership Academy–Lexington will accept credits from accredited colleges and universities. Each college course will count as 0.5-1.0 credit toward High School graduation requirements and will be granted honors credit if (1) the course is a 100-level course or above, and (2) the course is a minimum of 3 credit hours. The number of credits awarded will be determined by the Assistant Director of Student Services in conjunction with the District Academic Department. ALA, at its discretion, may require a student to demonstrate content area proficiency in courses prior to accepting/granting credit. Students are responsible for providing a certified transcript when applying for High School credit.

Post-secondary credits may be used toward core, CTE, Fine Arts, and elective graduation requirements. School Administration shall use course competencies and descriptions to determine course credit category. Students are responsible to review all courses with School Administration to ensure courses meet all graduation requirements. CLEP exams are also eligible for High School credit, and will be treated as post-secondary course credit.

HOMEBOUND INSTRUCTION

Access to teachers who meet the South Carolina state standards will be provided, as well as core content for students who are eligible for homebound instruction due to a medical condition. To be eligible, a homebound application must be completed to include certification from a treating health care provider (MD, DO, PA, or NP). If you believe that your student is eligible for homebound instruction, please contact your campus administrator.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held once in each semester. During this time, parents/legal guardians are provided with the opportunity for a one-on-one meeting with their student's teacher to discuss progress, celebrations, and concerns. Parents/legal guardians that are concerned about their student's progress may schedule a meeting with their student's teacher and campus administration prior to or in-between these conference dates.

MATHEMATICS INTERVENTION PROGRAM (6-9)

Students who score below proficient in grades 6-8 in mathematics on the statewide assessment will be provided with

an intervention the following school year to improve overall competency in mathematics. This crucial mathematics intervention is offered through the Success Lab course in grades 7-9 where students receive personalized learning through research-based, adaptive mathematics software. Parents/legal guardians will be informed of their student's placement into the Success Lab course once statewide assessment results are released. Placement into this course may require schedule changes. Questions related to the mathematics intervention program should be directed to School Administration.

ASSESSMENTS

GENERAL ASSESSMENTS

Student progress towards grade level objectives is assessed throughout the school year. The following assessment schedule is followed to ensure that relevant and timely information can be shared with families regarding their student's academic performance:

GRADE	ASSESSMENT	FREQUENCY	RESULTS
Kindergarten-11th Grade	English Language Arts & Mathematics	Three times per year (Beginning, Middle, and End of Year)	Shared at Parent-Teacher Conferences. Used to inform classroom instruction.
8th & Biology	Science	Yearly, midyear	Shared at Parent-Teacher Conferences. Used to inform classroom instruction.
7th-12th Grade	All Courses	Mid-Term and Final Assessment	20% of student grade in each course in PowerSchool Portal Demonstration of mastery in overall course content. Used to inform classroom instruction.
10th Grade	PSAT	1 Day (Fall)	Report Available through Student Services
11th Grade	ACT	1 Day (Spring)	Online Score Report
11th Grade	ASVAB	1 Day (Fall)	Report Available through Student Services

STATE MANDATED ASSESSMENTS

1. The South Carolina College- and Career-Ready Assessment (SC READY) (Grades 3-8)

SC READY is a statewide assessment in English language arts (ELA) and mathematics administered during the last twenty days of school.

2. The American Civics Act Civics Exam (Grade 8)

The American Civics Act requires high school students to correctly answer at least 60 out of 100 questions on the state-mandated civics exam to receive a high school diploma. The Civics Exam will be administered during the Spring and any student who does not pass the assessment in the eighth grade will be given opportunities to re-test in

high school. Students will be afforded as many opportunities as necessary to take the exam to receive a passing score.

OTHER ASSESSMENTS

Gifted Assessments: The identification of gifted and talented students is a multi-step process that consists of screening and referral, assessment of eligibility, and placement. Testing begins in the second grade. The objective of the grade 2 testing program is to evaluate all students to determine if they meet the requirements for GT placement.

Final Exams/Midterms: Students may not take midterm or final exams prior to the time they are scheduled. Students who are absent during semester midterm or final exams will receive a zero for the exam. In order for the grade to be changed, students must take the exam within ten school days of the start of the next quarter or semester, as arranged through School Administration.

TEST RETAKES

Reducing Ds and Fs Through Continuous Improvement

Purpose: The purpose of continuous improvement is to reduce the need for credit retrieval, to mitigate failure, and increase mastery. ALA students will be given multiple opportunities to demonstrate mastery with all state standards for each class, recognizing that students learn at different rates and times. Students may earn full credit on exam retakes that comply with the guidelines below.

Guidelines:

At the core of reducing Ds and Fs is the belief and drive towards continuous improvement, this includes:

- Providing students with access to universal accommodations for learning. Supporting students in accessing content in ways that allow for meaningful engagement with course materials.
    - Graphic organizers
    - Digital copies of text for use with e-readers (Canvas Immersive Reader)
- Monitoring student progress and adjusting assignments as appropriate using essential tasks in an effort to demonstrate mastery.
    - All score levels are eligible for retake, including scores above 70%.
    - Providing all students with opportunities to retake an assessment (any assessment or project within the assessment grading bucket) within 4 weeks of its original due date. However, students scoring below a 70% on an assessment will be required by the initiation of the teacher to engage in readiness activities (detailed below) and re-take the >70% assessment within the 4-week window. Student may be embarrassed or unaware of the importance to retake assessment to demonstrate mastery and understanding of content.
    - Promote engaging dialogue between the teacher, student, and family.
- Allowing assessment retakes regardless of score in order to ensure demonstration of mastery.
- Demonstrate readiness to retake, through a study plan, additional practice, and/or tutoring sessions.
    - Study plans should be consistent within departments and should identify the essential standard(s) being reassessed, and what practice or additional study the student needs to do before retaking the assessment.
    - A study plan should consist of the following elements: a) tutoring session(s); b) rework specific assignments or completing additional assignments; and c) consultation with the teacher to determine readiness to retake the exam.
- Work with the teacher to schedule a time to retake the assessment at a time that will best meet the needs of both the teacher and student (Such as during class, before or after school, or during lunch).

GIFTED STUDENTS

The gifted services provided at American Leadership Academy strive to maximize gifted students' potential, develop individual talents, and challenge these students throughout the school day. Students who are identified as gifted at grade levels 3-6 participate in differentiated instruction. Students are given opportunities to accelerate if the school and family believe it is in the best interest of the student based on available data. For additional information, please call the school office.

Students who are identified as gifted at the 6th -12th grade levels have the opportunity to enroll in Honors, Advanced Placement, or Dual Enrollment classes according to their cognitive strengths. These courses allow for accelerated learning within each specific content area. In addition to accelerated courses, gifted students have benefitted from grade promotion when appropriate.

For additional information about ALA's gifted program, please contact the student services department or academic Assistant Director at your campus.

ENGLISH LEARNER ("EL") PROGRAM

ALA's EL program serves students who are second language learners and need assistance learning English. Additional support is provided to EL students in the areas of listening, reading, writing, and speaking. Eligibility for EL services is determined using information provided by the parent/legal guardian or teacher as well as results from the WIDA planner, and once placed in the program, from the English Learner state assessment ("ACCESS"). For additional information about ALA's EL program, please contact the EL teacher at your campus.

STUDENTS WITH DISABILITIES

American Leadership Academy–Lexington provides special education and related services to students who are determined eligible for such services based on data collected through the evaluation process. Parents/legal guardians and school team members work together to determine a student's eligibility for special education and to develop an Individualized Education Plan (IEP) if the student is eligible.

IEP teams at ALA, including parents/legal guardians, determine the least restrictive environment for each student. The goal is to ensure students are in the general education classroom as much as possible, and ultimately that students no longer require special education services. As such, ALA provides a full continuum of services to ensure each
student's needs are met. If parents/legal guardians have questions regarding special education at their campus, please contact your student's teacher.

CHILD FIND

Child Find is a component of the IDEA. Child Find is the ongoing obligation of American Leadership Academy to locate, identify, and evaluate all students with disabilities who are in need of special education and related services within the enrolled population of the school.

Special education services are available for school-aged children in kindergarten through the age of 21, including specialized instruction and services to assist students in the education environment. Contact your local public school if you have a school aged student that you suspect may have a disability.

STUDENTS WITH DISABILITIES PROTECTED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute designed to help prevent discrimination against individuals with disabilities and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students.

In any program offered by American Leadership Academy:

- A student is protected by Section 504 if he/she has or has had a physical or mental impairment that substantially limits a major life activity, has a record of such impairment or is regarded as disabled by others.
- ALA will identify, evaluate, and provide a free appropriate public education to all qualifying students with disabilities under Section 504.
- ALA will ensure that no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any ALA program or activity.

If you believe that your student has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your student's campus. For more information, please contact the EC Department at the school office.

HEALTH SCREENINGS

The purpose of various health screenings conducted in schools is to identify students who may have a potential problem which could negatively affect their learning or overall health and to then refer these students for necessary follow-up care.

Vision and Hearing screenings will be conducted by a school nurse, volunteer, or other school employee who has undergone training.

Vision and hearing screenings are mandated before the initial evaluations or scheduled reevaluations of students with disabilities.

Parents/guardians of students that do not meet the passing criteria during a screening will receive a hearing and/or vision follow-up letter for referral which encourages them to see their health care provider for further evaluation.

Pursuant to S.C. Code Ann. § 44-8-10 through 44-8-60, dental screenings may be offered to all students in grades K, 3, 7 and in grades 9 – 12, and screened according to SCDHEC guidelines and recommendations.
A hearing, vision, and dental opt-out form is available on the school website and is included in the enrollment process.

ILLNESS POLICY

The health and safety of our students is of utmost importance; therefore, we request the following of all our families. To minimize the spread of contagious disease we ask that each morning prior to bringing your student to school you do the following:

Look for signs of being ill such as being more tired than usual, sluggish, fever- take your child's temperature, headache, complaints of sore throat, new onset of cough, shortness of breath, chest pain, aching joints and muscles, loss or change in smell and taste, and any new unidentified rashes. Please do not send your student to school if they have any of these symptoms.

We also ask that if you are contacted to pick your student up from school for any of the listed ailments, you or a designated emergency contact pick your student up as soon as possible but no more than 1 hour after being notified. Please keep your student home from school if they have any of the following symptoms:

Fever/Temperature: Students that have a temperature of 100 degrees or higher should be kept home from school. Students may return to school **AFTER** being symptom and fever-free for at least 24 hours **without** the use of fever reducing medication such as Tylenol or Motrin.

Vomiting and/or Diarrhea: Please keep your student home until they are symptom free for at least 24 hours. Your student must be able to consume his/her regular diet without any problems.

Pink eye: Your student may return to school **AFTER** a full 24 hours of antibiotics or a doctor's note.

Strep-throat: Your student may return to school **AFTER** antibiotic treatment has been initiated and they are symptom-free for 24 hours.

Chickenpox: Please keep your student home until all blisters have formed scabs. Typically, students miss 5-6 days of school for the disease to run its course. Please notify the front office if your student has been diagnosed with Chickenpox.

Lice: Students with lice should **NOT** attend school until they have been treated. Before returning to class, the student along with the parent/legal guardian must do a louse check with the health staff.

Respiratory viruses (Covid-19, Flu, RSV): Students with new onset of symptoms or who have been sent home from school for symptoms consistent with COVID-19, RSV, Influenza, or other respiratory illnesses should stay home until all symptoms have improved for at least 24 hours and they have been fever free without the use of fever reducing medications for 24 hours. A negative test is not required to return to school. See the school website for additional information and up to date guidance.

Thank you for doing your part in preventing the spread of illness throughout our community.

IMMUNIZATIONS

Per Regulation 61-8, before a student may attend school their parent/legal guardian must provide the student's immunization certificate to school staff. The immunization record is typically given to parents/legal guardians by their doctor or clinic, and must show the date each required vaccine dose was received as well as the signature or stamp of the health care provider.

Acceptable forms of immunization records to enter school include:

- A copy of the South Carolina certificate of immunization (DHEC 4024). The record must include the students first/last name, date of birth, provider information, and dates doses were given.

IMMUNIZATION REQUIREMENTS

Authorized school personnel must review each student's immunization record(s) prior to or at the time of enrollment. Parents must provide proof of the required immunization(s) or a signed medical or religious belief exemption form prior to their student(s) attending school or they may be excluded until (s)he is compliant with the requirements. See Regulation 61-8, respectively. If a student requires more than one dose of a specific type of vaccine, the student may continue to attend school during the minimum interval between doses. In the event of an outbreak of a vaccine-preventable disease, students who are exempt may be excluded from school until the risk period of exposure ends.

A South Carolina Certificate of Special Exemption, signed by the school principal, authorized representative, or childcare director may be issued to transfer students while awaiting arrival of medical records from their former area of residence or to other students who have been unable to secure immunizations or documentation of immunizations already received. At the expiration of this special exemption, the student must present a valid South Carolina Certificate of Immunization, or a valid South Carolina Certificate of Medical Exemption, or a valid South Carolina Certificate of Religious Exemption. Completion of the Medical Exemption section of the Certificate of Immunization satisfies the requirement for the South Carolina Certificate of Medical Exemption. Religious exemption forms are only available through your county public health department.

Please provide proof of completion of these immunizations or a valid exemption form to your campus health office as soon as possible.

MEDICATIONS AT SCHOOL

For occasions when it is necessary for a student to receive a medication during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- Parents have the right to come to campus and administer medications to their child after they have appropriately checked in at the front desk. Parents may also speak to their medical providers about changing medication times to outside school hours.
- Routine medications required during the school day will be administered by a registered nurse. In the absence of a registered nurse parents/guardians may be requested to administer their student(s) routine medication.
- Each prescription, and naturopathic medication must be accompanied by a medication packet, completed by the parent/guardian and prescribing healthcare provider. Forms are available from the campus health staff. This packet contains the following information: the student's name, parent and provider authorization for the school nurse to administer the medication; a release of information for the purpose of clarifying the providers order along with route, dose, and medication details.
- All medication forms are to be updated ANNUALLY for each school year.
- The parent/legal guardian must sign-in the medication at the campus health office. Students are prohibited from dropping off medication.
- Medications will be accepted when:
    - The prescription medication is in the original pharmacy container labeled with the child's name, date, medication, dosage, time and directions for administration at school.
    - Over-the-counter (OTC) medications are in their original unopened packaging and not expired, with all directions, dosages, compound contents, and proportions clearly marked.
    - The medication is FDA approved.
- Medications will be stored in the campus health office in a locked cabinet.
- Alternate route medications, other than oral, will need to be approved on a case-by-case basis by the overseeing campus registered nurse.
- Each administration of any medication will be documented, making a record of the student having received the medication.

OVER-THE-COUNTER MEDICATION

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedures have been established to ensure the protection of the school and the student.

Administration of Over-the-Counter Medication by School Personnel

Written permission must be provided by the parent or legal guardian for the administration of specific over-the-counter drugs supplied by the school. Permissions may be indicated during the enrollment process for each over- the-counter medication offered. If there is no permission provided from the parent/guardian on file, the parent/guardian will be contacted prior to administration of medication. Permission updates may be added by contacting the campus health staff.

Any over-the-counter drug or medicine supplied by the parent/legal guardian to be administered to a student must come to the school health office. These medications will be dispensed to students who have written permission from a parent or guardian, for a maximum of three consecutive days. To ensure that use of this medication is not masking symptoms of a serious condition in the student, a healthcare provider's order must be submitted to the school health office for administration beyond this three-day period.

EMERGENCY DIABETIC CARE ASSISTANTS

Two (2) or more school employees may volunteer to serve as diabetes care assistants in an emergency as follows:

- The parent/ legal guardian must provide the school with an unexpired glucagon kit prescribed for the student by an appropriately licensed healthcare professional or nurse practitioner.
- Families must provide an up-to-date Diabetic Medical Management Plan signed and dated by their medical provider which outlines the necessary treatments the employee volunteers will provide.
- Diabetic care assistants may administer glucagon and first aid in an emergency. Routine administration of insulin and blood sugar management by staff other than registered nurses is not allowable by the state of South Carolina. S. C. Code Ann. §§ 40-33-20 – 40-33-42
- The parent/legal guardian supplying glucometers for diabetic students will ensure they are in proper working order and are responsible for maintaining the glucometer and running controls per the recommended guidelines of the manufacturer.
- The volunteer diabetes care assistant must provide the school with a written statement, signed by an appropriately licensed healthcare professional, that the voluntary diabetes care assistant has received proper training in the administration of glucagon, and first aid.
- A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.

SELF-ADMINISTRATION OF PRESCRIPTION DRUGS

Students are not permitted to have medications in their possession--with the exception of asthma inhalers, EpiPens or diabetic supplies/medications, for which written permission has been given by the child's physician and parents. Appropriate forms are available in the school Health Office and through the school website. The student must be able to demonstrate mastery of when it is indicated to administer the medication, how to properly administer it and what the adverse reactions are as well as what actions would need to be taken in case of an adverse reaction. Students possessing authorized self-carry medications may not distribute or dispense medications to others. The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto the school campus. Violation may subject the student to disciplinary action.

SCHOOL FEES

All fees (extra-curricular activities, course fees, lunches, and athletic fees) will be collected prior to participation in the event or activity. Failure to pay fees will result in removal from the program. Students with unpaid fees may be designated as ineligible to participate in extra-curricular activities until fees are paid. Fees may be paid by cash, check or online via PowerSchool. School Administration may waive fees, as appropriate, if enforcing the fees presents an economic hardship.

EXTRA-CURRICULAR ACTIVITIES

Students at ALA have an opportunity to participate in a variety of extra-curricular activities including after-school sports, intramurals, fine arts, supplemental education programs, or other activities where there are a sufficient number of interested students and coaches/faculty to supervise.

It is expected that ALA students will maintain acceptable behavior and abide by the Code of Conduct any time they participate in extra-curricular activities, including but not limited to field trips, sports competitions, Fine Arts performances, etc. Failure to do so may result in suspension from extra-curricular activities and possible further consequences per the CCM. Additionally, in order to be eligible to participate, students are required to maintain a grade point average above 2.0, including no failing grades, and to adhere to the policies and procedures of the relevant governing league/ruling body.

All extra-curricular activities require participants to pay a requisite fee. A list of fees and fees waivers are available at the front office of each campus. Students with unpaid fees may be designated as ineligible to participate in extra-curricular activities until fees are paid.

FIELD TRIPS

Field trips are selected and approved when they support the learning outcomes within the classroom. Each student will be required to submit a signed parental permission slip and pay any necessary fee prior to the date of the field trip. Fee waivers are available at the front office. If a student is marked absent for that day, they will not be allowed to go on the field trip. Field trip refunds are not available. Students must ride the bus back to the campus at the end of the field trip before being allowed to sign out of school. Unless otherwise directed by teachers or administrators, students shall wear ALA uniform dress code for all field trips.

Chaperones may be charged an entrance fee to the activity if applicable. Siblings will not be allowed to attend the field trip with the chaperones. Chaperones may not be alone with students unless they are the parent of the student.

All overnight field trips must have two or more leaders present and a student should never be alone with an adult who is not his/her parent. All chaperones must possess a valid background check to participate in an overnight field trip. Leaders may not be of the opposite sex unless the total number of chaperones exceeds two or they are a husband/wife team. Students may not lodge in the same room as leaders. Leaders of the opposite sex may not lodge in the same room unless they are married.

STUDY ABROAD PROGRAMS (9-12)

American Leadership Academy recognizes that Study Abroad programs provide enriching opportunities for ALA students to broaden their understanding of other cultures and countries. Although ALA does not sponsor study abroad programs, such programs/trips may be arranged through other organizations, and may be organized and/or led by an ALA staff member.

All fees related to the Study Abroad program must be paid directly to the organization sponsoring the trip. Staff may not collect or hold payments relating to any study abroad program. ALA staff are prohibited from promoting, discussing, or managing a study abroad program during school hours. Notwithstanding, ALA staff may announce one Informational Meeting and informational material may be posted on campus. Fundraising through the school and use of tax credits for study abroad programs is prohibited; and providing class credit for the study abroad program is prohibited.

ALA does not sponsor or endorse these trips, accepts no responsibility for its conduct or operation, and employees participating in the organization or conduct of these trips are not acting on behalf of ALA. ALA accepts no responsibility for the trip or the acts or omissions of any participant, and ALA will not be liable for any claims based upon Study Abroad programs.

DANCES (6-12)

Student IDs must be presented at the door. Students who do not have their Student ID will not be admitted to the dance. Students who leave a dance will not be readmitted. Students may not loiter near the door or on the grounds during school dances. Students should dance in an appropriate manner. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.

Guests are allowed at select high school dances only (e.g. Prom or Homecoming). Guests must have a pass signed in advance by School Administration. Guests will only be allowed at the School Administration's discretion. Guests must be enrolled in grades 9 or higher, must not have graduated more than one year prior to the current academic year, and may not have reached their 21st birthday. Guests under 18 years of age must have a guest pass signed by

their School Administration, their parent/legal guardian, and ALA School Administration. Guest passes may be requested at the campus front office.

Dance guidelines will be announced prior to the date of the dance.

Junior High (JH) students should arrive within the first hour of the dance, and once having been admitted, the students may not leave early unless they are accompanied by a parent/legal guardian. Activities/dances are approximately two (2) hours in duration. Parents/legal guardians are responsible to pick up students within 15 minutes after the dance. If parents/legal guardians do not assume this responsibility, the student will not be permitted to attend the next dance. JH dances are open only to students attending ALA admission and must include the presentation of the student ID card.

FOOD SERVICES

ALA is committed to providing students access to healthy meals that meet the nutrition standards set forth by the South Carolina Department of Instruction. It is the responsibility of parents/legal guardians to provide their student with a lunch. Lunches may be purchased from the school or brought from home. Menus can be found online at the school website or at the front office. ALA has a closed campus policy which means students are prohibited from leaving campus for lunch.

FOOD ALLERGIES

Our campus is not an allergy-free or nut-free school. Food allergies must be reported to the campus health office. Parents of students with severe allergies should provide an allergy action plan which is available from the health office. Any questions or concerns regarding school lunches should be directed to the campus food service manager. Special meal requests or substitutions require medical documentation from a licensed provider, forms are available from the campus health office.

SCHOOL COMMUNICATION

ALA strives to maintain open and frequent communication between families and the school. Method of communication may include, but is not limited to, the following:

- Students' daily planners
- Phone calls
- Email
- School Website
- Newsletters
- Access to Parent Portal
- Access to Progress Reports & Report Cards in Parent Portal
- Parent-Teacher Conferences
- In-person, scheduled meetings

It is the desire of School Administration and faculty to be of service to both parents and students, and every teacher welcomes a conference with any parent. Such visits must be arranged by scheduling an appointment with the teacher. Parents are asked not to meet with a teacher unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door before or after school are not permitted as this distracts the teacher from instruction and supervision of students.

EMERGENCY PREPAREDNESS & DRILLS

To ensure the safety of all students and staff, it is imperative that both understand and practice the basic procedures of fire and lockdown drills. Each campus will conduct one fire drill per month and one lock down each semester. We are also advised to hold fire drills and lockdowns at different times throughout the day.

LEGAL NOTICES

MCKINNEY- VENTO HOMELESS ASSISTANCE NOTICE

All students are required to fill out a McKinney-Vento form upon enrollment. If your living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act. The purpose of this law is to provide academic stability for students of families in transition. If your family lives in any of the following situations, your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act:

- In a shelter.
- In a motel or campground due to the lack of an alternative adequate accommodation.
- In a car, park, abandoned building, or bus or train station.
- Doubled up with other people due to loss of housing or other economic hardship.

Eligible students have the right to:

- Receive a free and appropriate public education (FAPE).
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe that your student is eligible for McKinney-Vento services, please contact the school office.

NOTICE OF NON-DISCRIMINATION

ALA does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admission to its programs, services, or activities, in access to them, in treatment to individuals, or in any aspect of their operations. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the school office.

TITLE IX OF THE ELEMENTARY AMENDMENTS OF 1972

Title IX is a federal law that prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution.

ALA has implemented a grievance procedure to ensure compliance with Title IX and to promote the resolution of complaints of sex discrimination or harassment in a prompt and equitable manner. ALA is committed to maintaining a safe environment free of sex discrimination and encourages any individual who believes he or she has been subjected to discrimination on the basis of sex to notify ALA's Title IX Coordinator, either informally or through a formal written grievance. The Title IX Coordinator will attempt to informally resolve the complaint or assess and investigate the formal grievance as appropriate, and then make a determination on the merits of the complaint, which may be appealed pursuant to the policy. A full copy of the Title IX Grievance Procedure and Grievance Report Form may be obtained by contacting the school's front office and can also be found on the school's website. The Grievance policy and procedure adopted by the Board of Director is below:

GRIEVANCE POLICY

Purpose and Scope

The purpose of this policy is to provide guidelines and directions for the resolution of grievances. In this regard, the objective is to perpetuate a climate of collegiality, mutual trust and respect by resolving differences in a timely, objective and equitable manner. When informal resolution is unsuccessful, the student or parent or guardian may file a grievance.

A grievance must be filed in writing, as close as possible to the time of the originating circumstances and include:

- The name of the school employee or other individual whose decision or action is at issue.
- The specific decision(s) or action(s) at issue.
- Any board policy, state or federal law, state or federal regulation, or procedure that the parent or guardian or student believes has been misapplied, misinterpreted, or violated.
- The specific resolution desired.

Definition

A grievance is a significant feeling of dissatisfaction or injustice held by a parent or guardian that is brought to the attention of the Director, or if the grievance is with the Director, to the Directors' supervising managers. The decision of the supervising managers is final.

Scope

This procedure deals with grievances that are not covered by other school policies or practices, such as the Employee Handbook or the Student Code of Conduct. Conflicts are often interpersonal in nature and usually fall into one of the following categories:

- Parent conflicts with another parent, a teacher, a student, or a staff member
- Teacher conflicts with another teacher, a parent, a student or a staff member
- Student conflicts with another student, a parent, a teacher, or a staff member
- Staff member conflicts with another staff member, a parent, or a teacher

Note that grievances involving established school policy are routinely referred to and handled by the Director. This Grievance Policy is intended to apply to situations that are not to be addressed pursuant to other established policies.

Background

Disagreement may arise in any community; such differences are an inevitable consequence of human interaction. In a majority of these situations, the parties involved resolve the problems. This procedure is designed to assist in the resolution of disagreements in those instances where the parties are unable to settle their differences.

PROCESS

All levels of a grievance resolution shall be documented. Individuals with grievances should proceed through the grievance process starting with Level 1, unless approved by the Director. However, if the grievance is with the Director, the matter may be taken directly to the Director's supervising managers.

Level 1: Direct Resolution

The process begins with a conversation between the aggrieved party and the person with whom he or she has the grievance. If the grievance is not resolved, the aggrieved party or person has 21 days to submit, in writing, to the Director, a formal grievance. If the grievance is with the Director, the formal written grievance will be submitted to the Director's supervising managers.

Level 2: Administrative Resolution

Upon receipt of the written grievance, the Director will facilitate the second meeting between the involved parties and may propose solutions. In the event that the aggrieved party is not satisfied with the resolution, the aggrieved party may submit a formal appeal to the Director's supervising managers within 5 days. The Director's supervising managers' decision will be the final decision regarding the matter. If the grievance is with the Director, the Director's supervising manager will facilitate a meeting with the aggrieved party and the supervising managers will make a decision. The decision rendered by the Director's supervising managers will be final.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA") NOTIFICATION

FERPA affords Parent and students over 18 years of age the following rights with respect to a student's education records:

- The right to inspect and review the student's education records.
- The right to request amendment of the student's education records.
- The right to consent to the disclosure of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ALA to comply with requirements of FERPA. Notification of Rights under FERPA, with a summarized explanation of these rights, is posted at the district office; Parents may request a copy from the office staff.

PUBLIC NOTICE REGARDING DIRECTORY INFORMATION

In accordance with FERPA, ALA may not release to the public, or provide access to, educational records or personally identifiable information contained therein, other than "directory" information. The directory information includes, but is not limited to, the student's name, email address, grade level, participation in officially recognized activities and sports, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition). Directory information is only released upon request to post-secondary schools or military recruiters. In the annual enrollment/registration forms, parents/legal guardians must state whether or not they would like directory information released to post-secondary schools or military recruiters upon request. Parents/legal guardians have the option to opt-out at any time by providing a written request to remove their student's information from the directory. For additional information please contact the school office.

CONFIDENTIALITY OF STUDENT RECORDS

ALA maintains student records for all students, including students with disabilities. In order to release records or personally identifiable information, parental consent or consent of an eligible student who has reached the age of majority under state law must be obtained before any information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). Confidentiality of personally identifiable information is protected by ALA at the collection, storage, disclosure, and destruction stages. Destruction of any education records of a student

with a disability is done in accordance with IDEA regulatory requirements. For more information or to file a complaint, contact the Director of Exceptional Student Services at the school office.

AHERA MANAGEMENT PLAN

Each year, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), we are required to notify all ALA Families and Staff that our school does not contain any asbestos-containing building materials (ACBMs).

Per AHERA regulation, we also have a signed statement from the project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school.

The EPA requires all Public, Charter and Nonprofit Private Schools to annually notify their students' families and staff that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is on file in the office and available for review upon request.