



**ACCOMMODATED
LEARNING ACADEMY**

EDUCATION CUSTOMIZED.

Family Handbook



860 Mustang Drive Grapevine, TX 76051
alagrapvine.com 817-421-2955

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Arrival/Departure of School

All students must be dropped off at the front door of the school no earlier than 8:00 a.m. unless prior arrangements have been made.

Parents – please do not follow your child into their classrooms in the morning, unless they require your assistance carrying heavy objects (for example, a class project). The first day of school is the exception.

All parents: If you need to speak with a teacher or school administrator, we ask that you call ahead and make an appointment. Please refrain from speaking with staff during morning and afternoon carpool and instead, schedule a meeting by contacting the Administrative Assistant at pam@alagrapevine.com.

Absences & Make Up Work

Attendance is a joint responsibility of parents and their children. If a student is to be absent from school, parents/guardians must call the school telephone at 817-421-2955 no later than 8:15 a.m. on the day of the absence. A message may be left indicating the absences and reason for the absence. Our voice mail is active twenty-four hours a day. Please provide the following information:

Student Absence

- Name of student
- Individual calling for student
- Reason for absence
- A good call back number

Make Up Work

- Students are responsible for work missed during absences
- Assignments missed while absent will be provided when your student returns to school
- Long-term absences will be handled on an individual basis
- All assignments may be found on FACTS

Teachers are allowed discretion in offering time for make-up work. It is the student's responsibility to ask their teachers for any work or assignments they may have missed while absent from school. All homework may be found on the student's FACTS portal.

Pre-Arranged Absences

If a parent is aware of an upcoming absence, a written note must be brought to school or have a parent/guardian call the school. This will allow our staff to ensure your student will have all necessary work they are required to make up during their absence or take with them while they are gone. Please allow a minimum one week prior to absence for our teachers to provide work.

Health Guidelines for Attendance

A student should remain at home if:

- * Fever (a child must be free of fever for 24 hours without the help of any medicine). A fever is defined as 100.4 or higher.
- * Nausea\ Vomiting\ Diarrhea: anytime your child has nausea with vomiting and\ or diarrhea, the child must remain at home for 24 hours after the vomiting and diarrhea are gone. Stomach viruses are very contagious.
- * Any symptoms of childhood diseases such as scarlet fever, measles, chicken pox, strep throat, flu, etc. or any infectious disease.
- * Chicken pox: all sores must be completely scabbed over and dry underneath.
- * Sore throat.
- * Croup.
- * Fifth disease.
- * Any unexplained rash or draining wound.
- * Head lice.
- * Any skin infection: boils, ringworm, impetigo, thrush, hand-foot-mouth disease.
- * Pink eye and other eye infections.
- * Cloudy or green runny nose, persistent cough.
- * Mononucleosis.
- * Any communicable disease.
- * If your child has been seen by a physician and has been prescribed anti-biotics, they must be on the antibiotics for a minimum of 24 hours.

A practical question to ask is: Does the student feel well enough to participate in and learn in school or would it benefit the student to rest at home today? We encourage parents to send students to school each day if injury or illness does not significantly compromise the student's health and there is no threat of communicable disease to others.

Please contact the school immediately to inform us of any absence and the reason surrounding the absence. Should you have any questions about these guidelines, please call the school (817) 421-2955. Please provide a doctor's note for your child's absence if the absence is over three days in length.

Medication/Allergy

Written consent and instructions from parents/guardians and a licensed physician must be submitted to the office at the beginning of each year. Parents must furnish the prescription in a current prescription bottle. The bottle must include the student's name, dosage, and current prescription date.

Over-the-Counter medications (OTC), such as Tylenol or Ibuprofen will not be administered by school personnel without a signed Medical Release form that has been returned to the school. Allergies must be reported through the Medical Form and submitted prior to the school year.

Late Arrivals to School

Students are expected to arrive to school on time. Students may be required to make up time that they are late for class at the teacher's discretion.

Leaving School During the Day

We encourage families to make appointments after school hours or on Mondays or Fridays. We understand that occasionally students must leave school for appointments. Parents are to notify the front desk via email contact@alagrapevine.com or via phone (817) 421-2955 one day prior of the early release of the student. Parents must come to the reception desk and sign out their student.

Tardiness to Class

Students who are tardy to class are responsible for making up that time with the individual teacher, at the teacher's convenience. Teachers will assign appropriate school or class consequence for being tardy. The teacher may require the student to make that time up after school. Parents will be kept informed should tardiness become a problem. High school students will lose the privilege of off campus lunch should tardiness become excessive.

School Closing

Should the school be closed due to inclement weather (aka Ice or Snow) please look to NBC Channel 5. ALA will be displayed as ALA Grapevine. If inclement weather should happen during a school day, it is at the discretion of the school Administration to send our students home early. ALA will allow students to use their cell phones or the school telephones to contact their parent/guardian to arrange for immediate pick-up or approval from a parent to release a child who drives.

Accident/Illness

If a student becomes ill during the school day, they are to inform the teacher immediately. If they become ill between classes, they should go to their next class and inform that teacher. The teacher will determine if the student should remain in class. If the teacher determines that the student is too ill to remain in class, the student will be sent to an Administrator and a telephone call will be made to their parent/guardian.

Should the student exhibit a fever, or is seriously ill (i.e., vomiting) parents/guardians will be contacted immediately and required to pick their student up. We may ask the student to rest should it be determined they are not seriously ill. If the student cannot return to class, we will contact parents/guardians.

Should a student receive a minor injury while on the school campus, First-Aid will be administered. Should a student be seriously injured, both 911 and parents/guardians will be contacted immediately.

The parent/guardian of a student who appears significantly ill or injured will be notified by telephone to come to school to pick up the child to insure the child receives appropriate care related to the illness or injury. This care, as determined by the parent/guardian may include observation, rest, special diet and/or medication administered at home or possibly an office or hospital visit to receive necessary professional care. Ill or injured students whose ability to participate in routine classroom activities is compromised to a significant degree due to illness or injury will be sent home after appropriate basic assessment efforts have been employed. These efforts may include questioning, observation, and temperature taking. Efforts may be made, if appropriate, to make the child comfortable and allow the problem, if temporary, to pass.

Emergency Procedures

Emergency evacuation procedures will be practiced regularly. ALA practices the Standard Response Protocol (SRP). Information specific to procedures are posted in all the classrooms and common areas. The following are general rules all students should follow:

- Classes leave rooms by designated routes
- Students are to walk quickly and orderly in single file
- NO ONE should run
- Students are to remain silent
- Selected students will be asked to close doors prior to leaving
- Students should assemble with their class in an orderly manner in the designated area
- Teachers must take their attendance roster and take roll once students are safe
- Designated Tornado and storm shelters are marked throughout the building

Lunch

ALA is a closed campus. Students are not permitted to leave school grounds at any point during the school day without permission. High School Seniors may leave campus for lunch with written permission from their parents/guardian. Parents MUST designate whether their child can drive to lunch in their own car or ride with another student.

Lunch times: A refrigerator/freezer and microwave are available for your student to store and prepare their lunch. Families will also be offered the opportunity to pre-order lunches through FACTS. Information regarding this program will be available through ALA.

Recess

Students may go outside for recess (weather permitting). Students should dress appropriately for weather conditions (rain, snow, cold weather). School staff will monitor the weather and make decisions based on current weather conditions.

- Cold weather: weather under 39 degrees F will require students to remain inside

During inclement weather conditions, students will remain in the lunchroom and engage in games or activities

Phone Calls

Messages will be taken for students (817-421-2955) and relayed to them at appropriate times. Students will only be called out of class in the case of an emergency. Students may use the phone if they need to call their parent/guardian.

Cell Phone Policy: Necessary phone calls may be made from the phone at the front desk.

- Students are encouraged not to have personal cell phones at school
- Students are to turn in their phone upon arrival to school in the caddy provided

- If a phone is seen or turned on during the school day, it will be confiscated and turned in to the front desk until a parent/guardian picks it up
- Any student with a cell phone visible or audibles during a quiz or test will receive a zero for the grade and will have the phone confiscated
- Our carpool area is a no cell phone zone for parents, it is also a no cell phone zone for students
- Students will be allowed to pick up their phone each day when their name is called for carpool

Students who violate these policies will receive the following consequences:

- First offense: The cell phone will be confiscated and taken to Administrative Assistant's Office. A parent/guardian must come to the office to pick it up at the end of the following day. In the event that the cell phone is taken on a Thursday, the parent or guardian can pick up the phone that afternoon.
- Second offense: The cell phone will be confiscated and taken to Administrative Assistant's Office. A parent/guardian must come to the office to pick it up after one week. The student will also receive a 1-hour after school detention to be served the following day.
- Third offense: The cell phone will be confiscated and taken to an Administrator's Office. A parent/guardian must come to the office to pick it up after two weeks. The student will also receive 3 1-hour after school detentions to be served in succession. The student will lose the privilege of having a cell phone at school.

Further violations could result in a suspension from school. Accommodated Learning Academy is not responsible for lost, stolen or damaged cell phones.

Visitors

Parents/guardians and adult community members are welcome to visit our school. Please contact the school to receive specific instructions for visiting specific classrooms. Advanced notice and teacher approval are required.

All visitors are required to report to the office, sign in, and receive a visitor's badge once they enter the building. Upon departure, visitors are to sign out and return the Visitor's badge.

We welcome the opportunity for parents and loved ones, to eat lunch with your child. Please give a minimum of one week's notice to the Administrative Assistant when you intend to enjoy this time.

Lost and Found

Items found in the hallways/classrooms are turned into the office lost and found bin by the Library. Students are welcome to go through the lost and found items to look for their belongings. All items remaining at the end of each semester are donated to Goodwill.

Academic Honesty

Accommodated Learning Academy regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for meeting course or class requirements represents the original efforts of the individual student. Administration, faculty, students and their families are vital contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this

climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action. The following list provides examples of what a student are not to do:

- Plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- Submit work that is not original. Copying "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records, give false information, or forge
- Submit identical work in more than one course without the prior approval of the instructor
- Provide notes, signatures, or other documents that are forgeries to school officials or teachers

Staff Responsibilities

Teachers will educate students during the first week of class as to what constitutes cheating in addition to what is acceptable and unacceptable behavior.

Violation of Academic Policy

In most cases the teacher is granted the authority to exercise his/her good judgment in applying consequences. The administrators have the authority to exercise judgment in determining an appropriate consequence in cases of repeated academic dishonesty.

Dishonesty, or cheating, is defined as: *copying or stealing another person's work; allowing another person to copy one's work; doing another person's class work; creating more than one copy of one's work for distribution; providing another person with the answers on tests or quizzes; or noncompliance with teacher's test taking procedures.*

Disciplinary Actions

Any action taken with respect to cheating shall consider:

1. The rights of those students whose educational opportunity was diminished because of another student's \ dishonesty.
2. The rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for implementation of this policy shall include:

1. The teacher who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint.

The letter grade "F" (zero) will be issued for the assignment in cases of verified academic dishonesty. (a) Homework - the student will lose credit on the assignment and may receive a grade reduction for the marking period. (b) Test or Quiz - The student will lose credit on that test or quiz and may receive a grade reduction for the marking period. (c) Marking Period or Semester Exam -

the student will lose credit on the exam and may receive a grade reduction for the marking period or semester.

2. The teacher will contact the parent by phone.

Further offenses may result in parent meetings and more severe consequences including, but not limited to a recorded failure for the course in which the academic dishonesty occurred.

Homework

Parents/guardians should expect minimal homework sent home during the week. The majority of homework will be assigned on Thursday and it to be completed and turned in the following Monday or Tuesday.

This may fluctuate at times depending on specific class assignments. If students are bringing no work home, or an excessive amount, parents/guardians should contact teachers to discuss their child's progress. Teachers may provide time during class for students to work on assignments. This allows students to get answers to specific questions about the topic they are working on.

Homework will be assigned through FACTS. Middle-school students will be provided a planner where their homework will be written daily.

Progress Reports

Throughout the year parents/guardians should expect to receive information on their child's progress in school. They may receive progress reports from teachers informing them of academic and behavioral progress of their child. Report cards are sent out at eight-week intervals, mid-term of the Fall/Spring Semester, and at the end of the Fall/Spring semester. If parents/guardians desire more information, more frequently on their child's progress, they should contact the teacher directly via email or by leaving a telephone message (817) 421-2955.

Summer School

Summer school will generally be offered each year. The structure of summer school varies from year to year. Information regarding dates, times and general structure may be obtained from the principal. Summer school tuition/fees are not included in your student's academic contract. Enrollment for summer school, collection of tuition and fees will take place in the Spring for Summer School should Summer School be offered. Please see front desk if you have any questions.

Conferences

Annual Spring conferences are held each year in order to provide parents/guardians with information on their student's performance in school. We invite and encourage parents/guardians to schedule conferences with teachers at any time throughout the year. Separate conferences may be held for students who do not live with both parents/guardians. Parents/guardians are responsible for initiating a request to the teachers.

General Behavioral Expectations

The school campus is the learning and working environment for both students and staff. Members of both groups are expected to behave in an orderly, mutually respectful manner always. Students, their parents/guardians, and teachers should expect a safe, orderly, positive environment to work and learn

within. Students have a responsibility to know and follow the rules and regulations of the school always. Students will be expected to be respectful always and follow these simple rules:

- No one may harm people or property
- No one may use inappropriate (foul, abusive, vulgar) language
- Students are to keep hands, feet and objects to themselves
- Students are to do what they are told to do the first time they are told by staff
- Students may not interfere with learning or teaching
- Students may not engage in bullying of any sort, i.e. in school or online

Students who are unable to meet our high behavioral expectation will receive appropriate consequences when choosing inappropriate behaviors. Students referred to the administration for inappropriate behavior will have the opportunity to tell/write their version of situations or events. Administration will investigate and decide on the situation and the consequences that will be assigned.

Classroom Behavior Expectations

Teachers will explain their expectations for behavior in their classrooms. Teachers may also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual classroom behavioral plans, they should speak with the classroom teacher for clarification. Rules are established to maintain a safe, orderly environment. If students demonstrate severe or repeated inappropriate behaviors, they will be referred to Administration and/or parent/guardian.

Discipline System

The discipline system applies only to situations in which students are referred to an Administrator for disciplinary reasons. Other discipline procedures within the classroom are conducted according to the individual student's needs. Parents should contact an Administrator directly to discuss concerns or questions regarding classroom discipline practices. Each student will receive one warning for the following:

- Bullying
- Out of Uniform
- Cussing
- Disrespect verbally to staff or peers
- Destruction
- Gossiping

After a warning is issued and the behavior has not changed, the student will be sent to an Administrator and a parent phone call will be made. A 3rd visitation will result in one of the following:

- In-school suspension
- Afterschool or lunch detention
- Out-of-school suspension

- Community service

HARASSMENT, DISORDERLY CONDUCT, ANTI-SOCIAL BEHAVIOR AND FIGHTING

Harassing, disorderly conduct, or anti-social (gang) behavior is not tolerated or condoned. Harassment (including sexual harassment), disorderly or anti-social behavior will be reported to the parent/guardian upon occurrence. Harassment is an act or series of acts that creates a threat to another person. It includes striking, shoving, kicking, or any other physical contact or threat of physical contact. It can also be repeated acts that intimidate another person (calling/texting on the phone or cyber bullying). Disorderly conduct includes engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud conduct that causes or provokes a disturbance, within the school environment. Immediate consequences will be taken upon occurrence and reported to parent/guardian, this will either be in-school or out-of-school suspension.

DRUGS/ALCOHOL/TOBACCO and LOOK ALIKE PRODUCTS PROHIBITED

Smoking, chewing, or possession of tobacco products are prohibited at all times on school property, at school events, or activities sponsored by the school. The use of illegal drugs and the unlawful possession and use of alcohol is illegal and harmful to one's health. The unlawful manufacture, distribution, dispensing, possession of, or use of a controlled substance or alcohol on school property is prohibited at all times. Drugs, alcohol, and/or look alike related paraphernalia are prohibited at all times. Students who violate this policy are subject to disciplinary action including suspension or expulsion.

The Administration has the authority and right to request a parent/guardian to provide written documentation from a physician prior to the student being allowed to return to school.

Vandalism

Damage to school or other student's property or materials must be paid for by the students and/or parents of the student involved. Please refer to "Damage to School Property" contract for additional details.

Note: Parents and students must sign the "Damage to School Property – Student Contract".

Weapons

Weapons and look alike weapons are prohibited. No person shall possess, use, or store a weapon on school property. A weapon is an object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, knives, razors, karate sticks, nunchaka, metal knuckles, chains and similar items or destructive devices such as explosives or firebombs. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other outlined in state, federal and local laws. These laws also dictate a school's requirement of expulsion. Parents/guardians will be notified in all cases. The school will confiscate weapons.

ALA may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon will be maintained in the possession of the principal except during the actual demonstration or presentation.

Uniform Policy

Guidelines for appropriate dress at ALA: Please refer to “Uniform Policy” for complete uniform requirements.