



# **Student & Parent Handbook**

Magic City Acceptance Academy  
75 Bagby Drive  
Homewood, Alabama 35209  
(July 2022)

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The Restorative Practice Process (RPP) is designed to incorporate the principles, concepts and goals of restorative practices in practicing discipline at MCAA. While the process outlined below is designed to provide a “map” for how administration, teachers, students and staff should correct misbehavior, address harm done, and provide an opportunity for students to be reincorporated into the school community, all are advised to utilize their training in acting within trauma-informed restorative justice framework. There are no hard and fast rules; however, all disciplinary actions should be within the restorative justice framework.	31
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# Our Core Beliefs

## Mission Statement

The Magic City Acceptance Academy facilitates a community in which **all** learners are empowered to embrace education, achieve individual success, and take ownership of their future in a brave, LGBTQ-affirming learning environment.

## Vision Statement

The Magic City Acceptance Academy (MCAA) will motivate and prepare students in grades six through twelve by providing an exceptional, innovative, and quality-driven education. MCAA's purpose is to engage students who have dropped out, are not thriving in traditional schools, or are enrolled in home-school programs. Mentors and teachers will be incorporated throughout the diverse MCAA curriculum to empower students in directing their own education. MCAA will provide a brave learning environment and LGBTQ-affirming culture for all.

## Diversity, Equity, and Inclusion Statement

The Magic City Acceptance Academy (MCAA) works to foster a community of respect, dignity, and inclusion, for students, staff, and faculty of all backgrounds. We define a diverse population to include a wide range of racial, ethnic, sexual, and gender identities; economic and geographic backgrounds; physical abilities; life, school, and career experiences; and political, religious, and personal beliefs. Our goal for our students is to gain an understanding and appreciation of differences and similarities. We challenge students to reflect, through social and educational experiences, how their behaviors impact others in our community, including those with different perspectives, identities, and backgrounds. MCAA welcomes allyship as a lifelong journey.

## Equal Education Opportunities

No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. The district also provides equal access to the Boy Scouts and other designated youth groups.

## Profile of a Graduate

We are a community of innovative and thinking learners that are grounded in justice and acceptance for all through collaboration that leads to social-emotional and academic growth with the following core values:

These core values can be modeled by using the following acronym: **MAGIC**

**M**indful

**A**ccepting

**G**rowth-Oriented

**I**nclusive

**C**urious

**Each MCAA student will be:**

1. **Mindful**- Students will build self-awareness, self-confidence, and self-efficacy. Students will learn the importance of productive conversations, organization, creating health habits and learn what they need to grow as a student.
2. **Accepting** - They will value diversity and will be aware of societal needs. They will have multi-cultural awareness and an understanding of current and historical issues facing different communities of people.
3. **Growth Oriented** - Every student will learn how to grow academically, and personally by being educated as a whole student. Students will learn from a well rounded educational standpoint, and receive equitable life skills that they can translate into everyday life once they graduate.
4. **Inclusive**- Students will learn and understand the importance of inclusivity and diversity. Students will be able to participate in an inclusive space, as well as learn how to create one for all learners.
5. **Curious**- Students will be intellectually curious, lifelong learners. They will have a solid understanding of the different pathways to their college and career interests and will have a passion to pursue those interests. They will have strong critical thinking, problem-solving, and communication skills. They will zealously further their education and pursue their dreams.

## Welcome

Welcome to another year at the Magic City Acceptance Academy. We began humbly as an idea that turned into a dream, and then onto a vision: to create a brave and inclusive learning space for all students. Like our mission statement states, we want to facilitate a community in which **all** learners are empowered to embrace education, achieve individual success, and take ownership of their future.

This document serves as a guide on how the school operates, our code of conduct, restorative practices, and responsibilities of the staff, students, and parents. This document was created and will be updated yearly so that we are relevant and aware with our practices.

While we have worked diligently to lay out this document in an organized manner, there will be times when situations arise that “don't fit into the box”. In those rare cases, the school will communicate via email, our website and any other way that is deemed fit. We also encourage anyone with questions to reach out either by phone or email with any questions, concerns, or to set up an appointment to speak more in-depth with a staff member.

As always, we are excited to have you as a part of the MCAA family, and look forward to the year ahead.

This handbook summarizes the policies, guidelines, and procedures that will assure that our school operates safely and efficiently while holding true to our mission, vision, and values. It is of utmost importance to our Board of Directors, administration, teachers, and staff that our students learn in a brave, restorative, and supportive environment. Please familiarize yourself with the policies and procedures that are explained.

Sincerely,

Michael Wilson, Ph.D  
Founding Principal/Superintendent

## **Governance**

The Magic City Acceptance Academy (MCAA) was granted its charter from the Alabama Department of Education in November 2020. MCAA has an independent Board of Directors, the Superintendent, Vice Principal, Chief Academic Officer and is led by a team of administrative staff. These groups of people are advised by both the Teacher & Staff Advisory and the Student Advisory Councils.

### **Board of Directors**

The Board of Directors are a group of community members who establish the goals of the school, advise and approve policies and budgets, and make approvals that benefit the institution as a whole. The Board also hires the Superintendent, Principal, and Chief Academic Officer. The Board will also notify all relevant stakeholders of any upcoming or pending litigation made toward or against MCAA.

The Board of Directors meet on every last Monday of each month. A calendar of meetings will be updated on MCAA's homepage, [magiccityacceptanceacademy.org](http://magiccityacceptanceacademy.org).

### **Superintendent**

Under the direction of the School's Board of Directors, the Superintendent serves as the Board's chief executive officer providing leadership and vision in the establishment and implementation of the District's mission, vision, and strategic plans. As the primary spokesperson for the district, they will direct and manage all aspects of the district and school level operational policies, objectives, and initiatives. As the executive leader, they will direct the formulation and implementation of educational programs and services. Additional roles include, but are not limited to, supervising district and school-based leadership personnel, managing the use of funds, resources and facilities in order to best provide for the educational needs of the Magic City Acceptance Academy students and community at large.

### **Principal**

Under the supervision of the superintendent, MCAA's Principal will serve as the school's Chief Academic Officer. As the instructional leader of the school, they will oversee the daily activities and operations of the Magic City Acceptance Academy. The principal will manage and lead all faculty and staff in providing a school culture and environment that promotes student success and safety. In addition, they will directly advise the administration and implementation of restorative action to students, approving teachers' curriculums and ensuring the school environment is safe for all students and staff members. As a school leader, the Principal will build effective leadership within the school, create and establish a climate according to the mission and vision of MCAA, maintain an environment for academic excellence, help in academic improvement and goals, and manage people, data and school's policies & procedures. The Principal will make the executive financial decisions on matters related to



MCAA as a whole and will report to the Superintendent and the Board of Directors for approval of budget and spending.

### **Assistant Principal:**

Under the supervision of the principal, MCAA's Assistant Principal will serve as the assistant instructional leader of the school supporting and maintaining the principal's vision and strategic goals for the school. The Assistant Principal will oversee and implement Restorative Actions for students and manage all academic and non academic barriers of the school according to their respective levels. They will also manage the school's resources and all procedures related to administrative and executive branches of the school, while providing support where needed. In addition, they will develop and implement the recruitment plan to increase and maintain student enrollment through promotion and recruiting.

### **Director of School Improvement & Instructional Support**

Under the supervision of the superintendent, the Director of **School Improvement & Instructional Support** will serve as district leader to support and maintain the vision and mission of the principal. They will also facilitate the development of the school's improvement plan and school strategic goals. They will be responsible for managing and coaching the instructional support specialist and school's wellness suite, which includes: exceptional education teachers & para's, speech therapist, occupational therapist, school nurses, school counselors, and school therapist. They will facilitate and develop the school-wide intervention initiatives for Multi-tiered Systems of Support (MTSS) and Positive Behavior Interventions and Support (PBIS) to implement a proactive approach that promotes a positive culture and climate and supports the academic, socio-emotional, and behavioral growth of all students. In addition, the director of student support will serve as the district's testing coordinator to develop a school-wide testing plan that is in compliance with state & local regulations.

### **Director of Federal Programs**

Under the supervision of the superintendent

### **Director of Operations**

Under the supervision of the superintendent and principal, the Director of Operations will serve as an non-instructional support leader within the school to support and maintain the vision of the principal and compliance goals for the school. They are responsible for the school's daily operations and manage the school's operations staff. This includes school nutrition, school safety & security, and school finance. The Director of Operations will plan and monitor the day-to-day processes of the school, evaluate policies for their effectiveness in the school and

implement approved improvements, procure, manage, and disseminate resources to all staff members. In addition, they will develop, implement, manage, and maintain the protocols and processes related to community partnerships, operational budgets, facility and needs of our students, and ensuring that MCAA is running smoothly and within the legality of the State of Alabama's Board of Education and MCAA's rules and regulations.

### **Director of Science, Technology, Engineering and Mathematics (STEM)**

Under the supervision of the principal, the Director of STEM will direct the implementation of curriculum and instructional strategies that create a clear pathway for success for all students. Works in conjunction with other district departments to facilitate and support STEM development and implementation across all departments. This person will also plan and develop innovative STEAM programming, which includes group programming, one-on-one intervention and Social and Emotional Learning development.

### **Registrar**

The registrar is responsible for maintaining accurate and confidential records relating to students and their academic performance. This person processes registration requests, schedules classes and maintains class lists, enforces the rules for entering or leaving classes, and keeps a permanent record of grades and marks

## **The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20U.S.C. 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to a student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student records maintenance at the school. Schools are not required to provide copies of records unless, for reasons such as great distance, makes it impossible for parents or eligible students to review these records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release information from a student’s education record. However, FERPA allows schools to disclose those records without consent, to the following parties or under the following conditions (34 CFR 99.31).
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system; pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook or newspaper article) is left to the discretion of each school.

## **Purpose of Trauma-Informed Restorative Justice Practices**

Restorative Justice Practices are cultural actions that teaches students how to self-regulate their emotions, actions, and mindset within the school community; reflect on their actions towards others and the impact they have on their overall community; repair relationships and co-create strategies to address their behavior; and reintegrate into the community using strategies, accommodations, learned skills, and practice.<sup>1</sup>

Restorative Justice Practices were developed in response to chronic childhood traumas, also known as ACEs. Studies showed that exclusionary and punitive disciplinary actions, such as suspensions and expulsions, does not improve student behavior or school environment.<sup>2</sup> Disciplinary actions such as restraint, corporal punishment, suspensions and expulsion may induce more trauma on children that suffer from traumatic experiences such as homelessness, abuse, neglect, domestic violence, etc. Students with disabilities and students of color tend to be expelled or suspended at higher rates. Students affected by trauma tend to exhibit: an inability to self-manage or regulate; have a lack of social, emotional, and self-awareness; have poor relationship skills; and demonstrate irresponsible or impulsive decision-making skills.

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<sup>1</sup> Restorative DC, Trauma-Informed Restorative Toolkit.

<sup>2</sup> Helping Traumatized Children Learn, 2005

Restorative Practices establish that relationships are of utmost importance when building a school community and focuses on harms committed and the consequent needs of victims, offenders and communities. It addresses the obligations of the person's trauma and behavior resulting from the harm done to the overall community and also how the community is obligated to heal all parties involved, making these practices for solving problems both inclusive and collaborative. Restorative Practices gives voice to every person whose voice was stunted by the action, encouraging growth, change, responsibility, accountability, and coping skills. Because of this characteristic, the school community will always be in a state of restoration, therefore creating a safe, friendly and enjoyable learning environment where everyone feels valued, respected, and included. The primary goal is that MCAA will be a school where students are motivated to learn and faculty and staff enjoy meaningful and fulfilling work.

MCAA believes in building a community of creative and innovative world leaders who are socially responsible. Our goal is to maintain high standards and expectations and to do this within a trauma-informed and restorative environment.

\*\*For an explanation of the differences between punitive disciplinary actions and restorative corrective actions, please see chart below. To read these examples, we chose a list of example behaviors with their respective levels of severity. The Punitive column will state the outcome of the behavior as handled outside of our community framework and the Restorative column will give examples of a restorative course of action.

Infraction	Exclusive/Punitive	Inclusive/Restorative
Theft	Out-of-school suspension	Students return the items stolen and a restorative circle will be held between all stakeholders affected by theft with potential accountability actions to reintegrate into the community. Administration and parents will meet to discuss potential causes of action and develop a plan based on discussion held in the restorative circle.
Use and possession of drugs	Out-of-school suspension or expulsion	Student's drug paraphernalia will be confiscated. Administration will notify parents of use or possession of drugs and discuss the behavior (such as if they know the behavior exists, where the student received the drug paraphernalia, do they suspect any potential causes/stressors related to drug use or possession) during a home visit. All stakeholders involved will participate in a restorative circle for accountability purposes and discuss and develop a plan for reintegration.

Truancy	Suspension, referral to law enforcement, truancy court	Administration and/or teacher will perform a home visit and establish a plan with parent and student to improve attendance.
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The goal of our student discipline practices is to assist students in understanding the source of adverse behaviors and teaching them how to utilize behaviors that contribute to academic success, social wellness, and exist within a community where everyone is responsible, collaborative, inclusive and respectful. Our mission is to teach our students to overcome their adversities while giving them the necessary tools for them to be successful. It is our belief at the Magic City Acceptance Academy that students need to be in school and learning, therefore it will be our practice to minimize out-of-school suspensions utilizing restorative justice practices in order to build and mold thinking and creative world leaders. [moved from separate section] Here are some of those tools that we will utilize:

- Trauma-Informed and Restorative Classroom management with engaging instruction
- Allowing students to correct behaviors in the event of an incident, creating a growth mindset and respectful behaviors within the overall school community.
- Building positive relationships with all school stakeholders (students, parents, teachers, and staff) that establishes safety, trust, and academic excellence.
- High standards should be promoted by all school personnel through teaching, modeling, and monitoring behavior, and by fairly and consistently correcting misbehavior as it occurs. All members of the community will model and encourage actions that support and are aligned with MCAA’s pillars.
- Consistency in correcting and teaching student behaviors according to MCAA’s disciplinary plan.

Establishing trauma-informed restorative justice practices in the school community maximizes learning, a growth mindset, and critical thinking while minimizing and/or eliminating punitive consequences.

### **Right to a High-Quality Education**

The belief at the Magic Acceptance Academy (MCAA) is that all students have a right to a high-quality education. As such, school disciplinary measures should not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff.

# **Section I.** **School Operations**

## **Hours of Operation & Communication**

The office at MCAA will operate daily between the hours of 8:45 a.m. and 4:15 p.m. Students should wait in the cafetorium until they are dismissed at 8:40 a.m. to transition to their first class of the day. MCAA has an 8-day period for the Middle School Section and an alternating block schedule for the High School section.

Students may arrive as early as 7:30 a.m. and students should leave by 5:30 p.m. If there is no notification, then the parent/guardian will be contacted followed by emergency contacts listed on PowerSchool SIS. If there is no contact made by 7:15 pm, the school is required to contact the Alabama Department of Human Resources for further assistance.

Any messages and deliveries from parents to students should be left at the front office to respect the educational opportunity of all students. Please keep in mind that we are an educational institution and these messages and deliveries should be in the event of an emergency only and within respect of the technology policies of MCAA.

MCAA is closed during all school holidays and closing days; any changes will be announced via email and on the homepage of our website.

### **Important School Contacts:**

Dr. Michael Wilson, Superintendent, [mike@mcaabhm.org](mailto:mike@mcaabhm.org)

Charity Jackson Chief Academic Officer, [charity@mcaabhm.org](mailto:charity@mcaabhm.org)

Nikki Matthews, Assistant Principal, [nmatthews@mcaabhm.org](mailto:nmatthews@mcaabhm.org)

Rachel Benoit, Assistant Principal, [rbenoit@mcaabhm.org](mailto:rbenoit@mcaabhm.org)

Trevor Hauenstein , Director of STEM/Technology Specialist - [trevor@mcaabhm.org](mailto:trevor@mcaabhm.org)

Marixa Coward, Registrar- [marixa@mcaabhm.org](mailto:marixa@mcaabhm.org)

Hugh Comer, Receptionist - [hugh@mcaabhm.org](mailto:hugh@mcaabhm.org)

Jim Gibbs, Operations- [jim@mcaabhm.org](mailto:jim@mcaabhm.org)

## **Transportation**

### **Car Line & Parking Information**

Students can begin arriving at 7:30a and will enter on the backside entrance of the cafeteria. Student drivers can park in the student parking lot which is located near the front entrance on the side of the building and can enter the building through the cafe entrance or side parking lot door if a teacher is present to open it. Students are expected to go into the building once they arrive at school. Students are not allowed to return to their cars through the school day without permission from their teacher and a pass from the front office.

Student drivers are expected to fill out the permission form and contract for student drivers and turn in a copy of their valid Alabama drivers license in order to drive to and from school. Failure to uphold the driver contract can result in revoking the privilege of driving.

The car line will begin at 3:45 p.m. Parents will enter one of two lanes of the car line at the designated entrance directed by a staff member. Once in the car line, a staff member will collect the names of the child from each parent/guardian in the order of arrival. After the parent/guardian picks up the child, they will leave out of the designated exit. Pick up ends at 5:30 p.m. If the parent/guardian is late picking up their child they should notify the school. If there is no notification, then the parent/guardian will be contacted followed by emergency contacts listed on PowerSchool SIS. If there is no contact made by 7:15 pm, the school is required to contact the Homewood Police Department for further assistance.

### **Student Bus Expectations**

MCAA provides three buses as an alternative form of transportation. Please call the front office or email [Hugh@mcaabhm.org](mailto:Hugh@mcaabhm.org) for more information about bus routes and times.

In order to continue to ride the bus, students must follow these guidelines put in place for their safety and the bus drivers safety. The privilege of riding the bus is contingent upon students abiding by the rules established by MCAA and STS, Inc., listed below.

Failure to comply with the rules of the bus driver could result in losing your seat on the bus for a period of time or permanently.

- The busses must maintain a regular schedule and cannot wait for students.
- The driver has disciplinary responsibilities which pupils must respect. HE/SHE/THEY IS REQUIRED TO REPORT ANY BREACH OF BUS RULES TO THE PRINCIPAL or BUS SUPERVISOR

- A regular seating arrangement may be implemented if deemed appropriate by the bus driver/principal
- No profane or inappropriate language or inappropriate conduct will be permitted.
- Students shall be respectful to persons whom they meet or pass on the roads/streets.
- All passengers must remain seated until the bus comes to a complete stop.
- No one may leave the bus without the driver's consent
- Changing seats during a trip is not allowed.
- The use of tobacco in any form, vaping, and further use of drugs is prohibited.
- Spitting on the floor or other parts of the bus is prohibited.
- Throwing objects at, on, against, into or out of bus is strictly prohibited
- Parents should not confront a bus driver at the bus stop. Please call Operations with any complaints/concerns.
- The rear door will be opened only in case of emergency
- Students will be picked up/dropped off only at their assigned bus stop.
- The bus is equipped with video equipment and records all bus-related activity
- Parents are expected to abide by any discipline action deemed appropriate by school administrators, until an investigation has been completed.
- Only those students assigned to a specific bus will be allowed to enter that bus without prior approval
- No fighting or striking fellow students or employees, and no employee shall fight with or strike any student or employee.
- Defacing, cutting, or scratching school property is prohibited and will result in restitution.
- Blocking, restricting, or otherwise placing objects in the aisle, steps, or emergency exit is prohibited.
- Students must keep heads, hands, arms, and legs inside the bus
- Students are prohibited from entering the bus with weapons of any kind
- No one should board a school bus, at any time, without expressed authorization of the school bus driver.
- The driver will be considered the authority during transportation, unless his/her/they actions directly challenge the afore-mentioned rules, therefore, all pupils must abide by instructions given during travel.
- Action taken is to ensure the highest possible safety standards are maintained.
- Questions regarding incidents on the bus should be referred to school office personnel. Students waiting to ride the bus or riding the bus are expected to conduct themselves in a manner consistent with established standards for
- classroom behavior as stated in the systems code of student conduct. When infractions occur, the following disciplinary action will be taken:
  - 1st Infraction - Warning - parental notification
  - 2nd Infraction - Suspension of riding privileges for 5 days
  - 3rd Infraction - Suspension of riding privileges for 10 days - parent conference



4th Infraction - Suspension of riding privileges for the remainder of the current school year

If bus infractions are of a severe nature, bus privileges will be suspended until an investigation has been completed. The results of the investigation may result in the suspension of riding privileges. Each incident will be evaluated on its own merit and additional riding privileges may be revoked at administration discretion, as well as other appropriate disciplinary action. All decisions from MCAA and STS, Inc. are final.

## **Health Office**

MCAA will have a health professional (LPN or registered nurse) available on campus at all times. We will also have the services of a counselor on staff and have access to all of the wellness services provided by the Magic City Wellness Center.

### **Nurse Station Protocol**

Every student has the right to visit the nurse's office in the event that the student is not feeling well, is injured, or during a medical emergency.

The guidelines that are in place for the nurse's office are in place to help regulate the space and help the students feel comfortable, while also not missing class.

- Students have to receive a written pass from their current teacher to see the nurse.
- Every classroom has a first aid kit, and teachers are encouraged to work with the students first before sending them to the nurse's station.
- Students are allowed in the nurse's station for 15 minutes at a time.
- Students that need to stay past the 15 minutes need to advocate for themselves to their teacher and most likely call home to check out.
- Students that have regular medication to take need to create a daily appointment with the nurse, and they will receive a special pass daily to go to the nurse.

### **Administering Medicines to Students**

#### **Oral Medication in Schools**

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse will administer the medication in compliance with the regulations that follow:

- A. Written instructions signed by a physician will be required and must include:
  1. Child's name
  2. Name of medication
  3. Time to be administered
  4. Dosage
  5. Possible side effects

6. Termination date for administering the medication
7. Special storage instructions

A medical form for this purpose may be obtained from each school's office.

B. Over the counter medications (example: Tylenol, Advil, aspirin) must be prescribed by the physician or licensed health care provider to be given on an "as needed" basis for chronic illness. Over the counter medication will not be given for acute illnesses. **Prescription medications for students require a physician's signature.**

C. The medication must be brought to school in a container labeled by the pharmacist according to the prescription.

D. Students will not be permitted to carry medication to and from school. All medication that will be administered at school must be brought to the school office by the parent/guardian of the student. When the medication is completed, out-of-date, or at the end of the school year, parents will be advised in writing to pick up any unused medicine. Medications not picked up by parents (by the last day of school) will be destroyed.

### **Self - Administered Medications**

Students who have conditions such as asthma, diabetes, and hypersensitivity to bee stings/insects may require self-administration of medications. The student may self-medicate when the following criteria are met:

- A. Written consent by parents on the medical form
- B. Written instructions signed by a physician are also included on the medical form. Certain medications (i.e., inhalers) may be kept on the student's person if the physician deems necessary and provides instructions. This must be discussed with and approved by the school's principal and school nurse.
- C. The student must be trained in the procedure and be able to demonstrate to the school nurse that they are able to manage his/her condition.

### **School's Responsibility**

The school nurse or principal's designee trained in the administration of medication will:

- A. Inform appropriate school personnel of the medication
- B. Keep a record of the administration of medication
- C. Keep medication in a locked cabinet
- D. Return unused medication to the parent/guardian only. The school system retains the discretion to reject requests for administration of medication in the schools.

## **Parents' Responsibility**

The parent/guardian of the child should ensure that all required forms and current medications are shared with the school's Health Office if they wish for their child to take medications on the school's premises. Any and all changes to the child's health and medications should be communicated in writing and in a timely manner. If the conditions have subjected the child to having a 504 plan under federal law, then the 504 coordinator should also be informed of changes.

Parents/guardians are also responsible for keeping their child home in the event that they are sick and ill. If your child is vomiting, has diarrhea, has a fever of 100 degrees (Fahrenheit), and/or any other illness that is contagious (cold, flu, conjunctivitis, COVID-19, etc). If a child misses 3 consecutive days of school, they should return with a doctor's note to school for the absences to be considered excused. For detailed information related to attendance, please see our attendance policy.

## **COVID-19 Protocol**

The health, safety, and well-being of all students, faculty, and staff are top priority at the Magic City Acceptance Academy. As we prepare for another successful year of in person learning, our Covid protocols may change based on CDC guidelines and will be updated regularly on the schools website and social media page. Visit our school website for the most recent update on mask policy, Covid testing availability, vaccination clinics, and quarantine protocol.

## **Nutrition**

Students at MCAA have access to buy breakfast and lunch from the school cafeteria or bring in their own lunch.

Prices for our 2022-2023 programs are provided below:

- Student Breakfast: \$2.00
- Student Lunch: \$4.00
- Reduced-price Breakfast: \$0.30
- Reduced-price Lunch: \$0.40
- Adult Lunch: \$4.50
- Adult Breakfast: \$2.50

If a family is eligible for the free and reduced lunch program, please contact the school office to receive information on the application process.

Each parent/guardian will have access to an online portal to add money to their students' account. Students will use their assigned 4-digit PIN in order to pay for their school lunch that they will receive at the beginning of the school year.

If a student has doctor approved dietary restrictions, please contact the front office or the nutrition page of the website for the application.

All questions regarding our nutrition program should be emailed to [nutrition@mcaabhm.org](mailto:nutrition@mcaabhm.org).

## **Wellness Suite**

### **Contact Information**

Whitney Zeigler, Mental Health Services Coordinator - [wzeigler@mcaabhm.org](mailto:wzeigler@mcaabhm.org)

Dannielle Blanks, Middle School Counselor - [dblanks@mcaabhm.org](mailto:dblanks@mcaabhm.org)

Aric Weidenbach, High School Counselor - [aweidenbach@mcaabhm.org](mailto:aweidenbach@mcaabhm.org)

### **Mission Statement**

Our mission is to provide a comprehensive and data-driven Wellness Suite to better facilitate our students' growth academically and emotionally. Through the use of data-supported practices we strive to equip our students with the skills and techniques required to excel not only in school but in life.

Working with our administration team and teachers, The Magic City Acceptance Academy Wellness Suite works to facilitate our students in developing the skills, knowledge, and attitudes to become effective students, responsible citizens, productive workers, lifelong learners, and leaders within their communities.

### **Vision Statement**

Our vision for our students is that upon graduation they are equipped with the essential skills and strategies to successfully navigate and succeed at their chosen career paths and complex social lives through the implementation of a comprehensive, data-driven counseling program and wellness suite. Through our use of data-driven curriculum and interventions alongside community support and a whole heap of love we hope to empower and uplift our students and give them the confidence they need to thrive beyond high school.

### **Class Change Process**

Ms. Blanks and Mr. Weidenbach will be taking schedule change requests up to and no later than **Friday, September 9, 2022**. We understand that things may come up and classes may not always be the best fit, and we strive to make sure that all students are taking the most appropriate courses across the board. That being said, due to filling courses and class restrictions students may not always be able to be in their requested classes. Utilize the google

form on the Wellness Suite tab on the website to access our schedule change request form and we will do what we can to meet with students and make that change if possible.

### **Referral Process**

In order to better serve our students, the Wellness Suite is utilizing a referral form through Google Forms that is available for access on our website. We will check this form regularly and set up student meetings in a timely manner, and request that, unless there is a crisis situation at hand, this be the primary source of trying to set up meetings with us.

### **Telehealth Information**

At MCAA we understand and value the input of outside mental health help. To that end, we are more than able and very willing to find a space for students to participate in virtual mental health services set up outside of school. Per request, telehealth consent forms will be sent home, and upon being returned and notified in advance when the sessions are scheduled we can both make sure that the student has a quiet, private space to participate and that the people that need to know where they are (i.e. their teachers, admin, etc.) know where they are supposed to be.

### **Wrap-around Services**

Magic City Acceptance Academy utilizes a team approach in order to best support the whole family throughout their journey through and after MCAA. Wraparound services combine your family, community based partners, natural support systems, and academic personnel to develop a plan of supports and services unique to your specific need. If needed, our Mental Health Services Coordinator (MHSC) will work with you on an individual basis to find the appropriate resources to assist your family. Our goal is to create the best possible plan of care for you and your student to succeed during their time at MCAA while finding the appropriate resources to solidify lifelong skills for life beyond MCAA. Services that can be developed for your needs can include, but are not limited to, substance use treatment, therapeutic counseling referrals, vocational rehabilitation, career counseling, eating disorders, utility assistance, and academic planning. General wraparound partnerships are listed on our website under the Wellness Corner. Our MHSC has personally vetted each organization and individual listed as a partner.

### **Wellness Suite Informed Consent**

The Magic City Acceptance Academy Wellness Suite offers short-term individual counseling to students, as well as small group counseling for a variety of student concerns. Skill areas that may be addressed in these settings include: Friendship and Social Skills; Emotional Regulation; Dealing with Anger, Anxiety, Sadness or Loss; Learning Self Control; Improving Self Esteem; Leadership Skills; Attendance, and Making Responsible Choices.

Parents/guardians or school staff may refer students for counseling, or students may request counseling for themselves. This consent form allows students to make the choice to receive

services from the Wellness Suite School Counselor's and School Social Worker, with parental permission stated here. Wellness Suite services are short-term services aimed at the more effective education and socialization of a student within the school community. These services are not intended as a substitute for psychiatric diagnosis or medical treatment for any mental health disorder.

To build trust with the student, the School Counselor/School Social Worker will keep information confidential, with some exceptions. Details of content disclosed in conversation will remain confidential between the Wellness Suite member(s) and the student, unless the circumstances warrant parental or external involvement. Since these services are provided to minors in the school setting, the School Counselor/School Social Worker may share specific information with parents/guardians, the student's teacher, and/or administrators or school personnel who work with the student on a need to know basis, so that they may better assist the student as a team. The Counselor/Social Worker is also required by law to share information with parents or professional figures in the event the student is in danger of harm to self or others. The counselor will make the student aware of these limits to confidentiality and will inform the student before sharing information with others.

I understand that the Wellness Suite Services are a short-term support aimed at enhancing the education and socialization of students within the school community. Trust is a cornerstone of the relationship between the counselor and student. Information shared by the student will be kept confidential except in the following situations where ethical responsibility limits confidentiality:

- The student reveals information about hurting himself/herself or someone else.
- The student or someone else may be in physical danger or experiencing a medical emergency.
- A court order is received directing disclosure of information.

In reading the MCAA Student and Parent Handbook, I give permission for my student to receive Wellness Suite services at MCAA for the current school year **2022/2023**. I understand that I may refuse my consent at any time by signing and dating a written note requesting termination of counseling services. If I wish to opt my student out of any Wellness Suite services, I will submit a written request by **September 9, 2022**. I understand that anything my student shares is confidential except in the aforementioned cases.

## Sensory Room

At MCAA we are very happy to have partnered with KultureCity to allow us to have a fully equipped sensory room for our higher need students. The sensory room is equipped with all types of sensory toys, sensory lights, and comfortable seating for our students in crisis that need a place to cool off. In between students that utilize our space we have procedures in place to go in and sanitize to make sure we are staying within COVID protocols.

To protect student safety and privacy in these moments we have the following procedures in place to access the sensory room:

1. Students, Teachers, Wellness Staff, and any other school personnel in times of high need will contact Mr. Hugh in the front office to check for Sensory Room availability.
2. If the Sensory Room is available, the student will be given a sensory room pass and is allowed 15 minutes baseline.
  - a. In cases of higher need students can be allowed more time slots if there are not other students that need the space
3. After the allotted time is up, the student will be expected to return the pass to the front office and go back to class.

### **Library Procedure**

At MCAA, we have a beautiful library space for students to utilize. Our students are able to check out books using a unique check out system. They email the librarian which books they are borrowing and are able to take them. Students are held responsible for missing books and will be notified of any fees related to late or missing books.

Students are also able to utilize the library during lunch periods and/or during class time with permission. Students are not allowed to be in the library without permission. Students must ask teachers for a library pass that includes the student's name, date, time they left class, and how long they will be in the library.

### **Makerspace & Science Laboratory**

The Makerspace is an accessible and specialized space that allows for students to be innovative and creative in building project ideas. The Science Laboratory is utilized by the Science Department to provide students with hands-on and skill building experiences. The Science Lab is reserved via the calendar by staff members that utilizes it. While students are in the Science Lab, they should practice lab safety, which is imperative to ensure that students return home without any incident. Students are not allowed in the Science Lab without an adult present and having gone through safety training.

1. If someone is seriously injured in the Makerspace or Science Lab beyond what is manageable by simple first aid:
  - a. Call 9-1-1 from any phone
  - b. Alert Administration
  - c. Provide assistance to the injured party until the emergency response team arrives
  - d. File an incident report to the office
2. Incident Reports
  - a. All health and or safety incidents that occur within the Makerspace and Science Lab must be documented using the appropriate form

3. All members must ensure that others remain safe in the Makerspace and Science Lab at all times
  - a. If you see a member doing something unsafe, alert and assist them
  - b. If you see a potential safety hazard, alert Makerspace staff and members who are in the immediate vicinity
4. Video recording cameras are positioned throughout the facility to ensure the safety of members and staff
5. When new chemicals/substances are introduced to the Makerspace or Science Lab, members must alert teachers and/or and provide Safety Data Sheets (SDS) for all chemicals/substances
6. Waste Material Storage & Removal
  - a. All material waste must be disposed of in a fashion that is consistent with Alabama State Department of Education's guidelines.
  - b. Waste containers are to be kept in locked in the storage room until it is picked up.
7. The use of the AED (Automated External Defibrillator) is restricted to trained MCAA staff
8. Personal Protective Equipment (PPE)
  - a. Members must wear appropriate eye, ear and face/respiratory protection at all times within the Makerspace & Science Lab as needed and instructed
9. Proper Attire
  - a. No loose fitting clothing or jewelry shall be worn when operating machinery or powered hand tools
  - b. Open-toed footwear is prohibited in the Makerspace and Science Lab at all times
  - c. Clothing should be workplace appropriate
  - d. Long hair must be tied up and kept out of the way of machinery. Beards must also be kept secured
10. Proper Behavior
  - a. Members are to remain "present": Only operate machinery when focused
    - i. Do not operate machinery under the influence of debilitating medications or under the influence of drugs and/or alcohol
    - ii. Avoid all distractions while operating machinery.
  - b. Members should keep work areas as clean as possible before, during and after use, as cluttered or dirty work areas can cause accidents
  - c. Food and drink must be stored in cubbies located at the Makerspace reception desk
    - i. Food and drink is prohibited from the Makerspace work areas
  - d. Listening to music via headphones is prohibited if it prevents a member from remaining aware of their environment
  - e. If a member is questioning the safety of the activity they are about to perform, they should immediately stop said activity
    - i. Members should seek help/guidance from a trained Makerspace staff member before they continue
  - f. Members are not permitted to block fire exits or safety and first aid equipment



- g. Keyed access doors must not be propped open unless done so by Makerspace staff
- h. Members must respect the safety of other members while in the Makerspace, as well as their own safety

### **Use of Tools and Machinery**

1. Members should only use the tool appropriate for the job they are doing
2. Only trained and authorized members are permitted to operate machinery and/or hand tools
  - a. Members are considered “trained” once they have completed all necessary Makerspace provided training sessions. This may include lectures and hands-on training sessions
    - i. Attendance for these sessions will be documented by teacher or staff member.
  - b. Members are considered “authorized” once they have successfully “passed” both the written and hands-on tests that are administered after the final training session
    - i. The criteria for “passing” will be determined by Makerspace teacher or staff.
    - ii. Students should consult staff and more experienced members before using complex, expensive or dangerous hand tools for the first time
  - c. Students may need to periodically become re-authorized on certain machinery
3. Students must return machinery and hand tools to their default positions or proper storage locations when they are finished working
4. If machinery use requires keys to access equipment/supplies, students will be granted access to keys once they have been trained and authorized to operate the respective equipment from the teacher.
5. Students must never leave running machinery unattended
6. Machinery should never be tampered with, unless the modification of said machinery is within normal operating parameters
  - a. Tampering with 3D printer control access system is grounds for immediate ban from Makerspace
7. Control Banding
  - a. Hazard Class 1
    - i. Hazards: Minor injuries that can be resolved with first aid kit or ice pack
    - ii. Power: Less than 0.25 HP, 2-4 amps, 120 VAC or up to 18V DC
    - iii. Examples: Lower power hand tools and small bench tools. Drills, glue guns, soldering tools, heat guns, 3D printers, 3D scanner
    - iv. Safe Use: Members must attend training sessions and pass written and hands-on exams. Improper use will be punished with verbal warning
  - b. Hazard Class 2

- i. Hazards: Minor injuries that can be resolved with first aid kit or ice pack, but potentially requiring additional medical assistance
    - ii. Power: 0.25-0.5 HP, less than 10 amps, 120 VAC, 18-24V DC, specialized/enclosed CNC machines
    - iii. Examples: Low to medium power tools. Mid-range powered hand tools, laser cutters, self-standing manual tools (arbor press), low powered CNC mills, routers and lathes (interlocked/enclosed), thermal formers
  - c. Hazard Class 3
    - i. Hazards: Minor injuries that can be resolved with first aid kit or ice pack, but potential for serious lacerations and minor amputations that require medical attention
    - ii. Power: Greater than 0.5 HP, greater than 10 amp, 120 VAC, greater than 24V DC
    - iii. Examples: Powerful portable tools and light industrial tools. 3D printers/processes with toxic/corrosive wash steps, CNC interlocked/enclosed mill, lathe, waterjet
  - d. Hazard Class 4
    - i. Hazards: As above, but potential for for serious amputations and life-threatening injuries
    - ii. Power: As above, but self-standing and 3 phase power
    - iii. Examples: Powder actuated tools, table saws, manual mills and lathes
- 8. Operation of all classes of machinery will require a training lecture and a hands-on walkthrough of equipment
- 9. Operation of class 4 machinery will require the supervision of a designated teacher at all times
  - a. Teacher must be in the immediate vicinity of machinery (ie. inside room or designated machining area)

### **Rule Enforcement**

1. All rules shall be enforced by all Makerspace and Science Lab staff
  - a. The following of rules should be encouraged to all students as well
2. All members must follow all NJIT and Makerspace rules
3. Rule Violations
  - a. Rules are considered “violated” when the action in question is easily/reasonably avoidable
  - b. 1st offense: Student will receive a verbal warning from staff and will be provided with a review of relevant safety measures
  - c. 2nd offense: Students will receive a week-long ban from the Makerspace
    - i. Documentation will be kept for the offense
  - d. 3rd offense: Student(s) will receive a semester-long ban from the Makerspace. Documentation will be kept for the offense.

## **Standards of Student Safety & Security Plans**

There are two national response models that serve as the framework for local policies, procedures and response plans.

For larger-scale emergencies and disasters, the National Response Framework (NRF) offers guiding principles that enable all response partners to prepare for and provide a unified response to disasters and emergencies—from the smallest incident to the largest catastrophe. The term “response” (as defined by NRF) includes taking immediate action to save lives, protect property and the environment and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery. The NRF also describes how agencies, such as schools, can work together with communities, tribes, states, the federal government and private partners.

Secondly, the National Incident Management System (NIMS) is a comprehensive national design for conducting incident management. NIMS provides the template, while the NRF provides the structure and mechanisms for incident management. A key component of NIMS is the Incident Command System (ICS), which provides a standardized approach for incident management, regardless of cause, size, location or complexity. By using ICS during incidents, schools and districts will be able to more effectively work with the responders in their communities.

To maximize success, effective management of school emergencies requires training, preparation and planning. Schools are responsible for anticipating and preparing to respond to a variety of emergencies.

The policies and procedures outlined below will help empower the students and staff to respond in an emergency, closely aligned with the phases of emergency management: The Five Phases of Emergency: Management, Prevention, Mitigation, Preparedness, and Response & Recovery.

MCAA will incorporate all required elements in the Alabama Code in ensuring the safety and security of all students and staff. For detailed information of our crisis protocols, please read below.

### **Crisis Protocols**

#### **Lockdown Procedures**

A lockdown takes place if a threat or possible threat is identified inside the school or on the campus and school is on HIGH ALERT. All exterior and interior doors are locked. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building/campus to avoid hindering emergency response teams arriving at the school. We ask that you monitor local news or wait for communication from MCAA Leadership about any possible evacuation of the building and parent reunification site. Please note that we conduct a lockdown audit and review of lockdown procedures at least twice during each school year.

**\*\*Please note that we are in the process of adding a safety film to the main, side and rear entrances that prevents anyone from the outside being able to see inside those areas. A special kevlar type film will also be added to all entry doors and the classroom interior windows and doors on the first floor. All classrooms were outfitted with this film on their doors and hall windows when the building opened. These films are top of the line and make the glass nearly impenetrable with any kind of tool or weapon. It also makes them much more resistant to penetration by ammunition than sheetrock or wood.**

### **Code Yellow**

Code Yellow is used in the event of a potentially dangerous emergency that is occurring near or on MCAA's campus and is considered a Partial Lockdown. When Code Yellow is announced, teachers will implement all external procedures as listed above, brief students on what to do and continue instruction. If students were pulled from the hallway, teachers will inform the student's teacher of whereabouts to ensure proper communication. Students are only allowed outside of the classroom upon approval.

### **Code Red**

Code Red is used in the event of a dangerous crisis that is actually occurring on MCAA's campus and is considered a Full Lockdown. When Code Red is announced, teachers will implement all external procedures as listed above. Students movement is prohibited and during this code, students are to sit on the floor in a safe location in the classroom. Upon hearing a Code Red alarm students should immediately enter the nearest classroom or bathroom and lock the door. Students in the classrooms should immediately flip their desks on their side and lay down behind them. More instructions will come from leadership depending on the event.

### **Code Green**

The lockdown situation is all clear and students may return to their classrooms if they were refuted in another classroom.

### **Shelter in Place**

This phrase might be encountered during inclement weather or a hazardous material release. A tornado warning will require schools to take students to the Stormatorium and stay there until it is safe to release students. These areas have been reviewed and approved by the Emergency Management Agency, and have been deemed safe in the event of severe weather. Please note that we cease operations such as checkouts during an active warning. If you are at the school during a warning, we invite you to join us as we "shelter." Should we ever encounter a hazardous material release, we have made precautions to limit the amount of exposure students have with the outside environment.

### **Heightened Awareness**

This means a potential MAY exist for an unusual situation. This status may be used when there is an event in the community or on the state or national level. Instruction will continue but the system/school will be instructed to report any suspicious or unusual activity. This includes weather watches/warnings.

### **Medical Emergency Lockdown**

In the event of a medical emergency, students are to remain in the classroom and hallway movement is strictly monitored, students are only allowed to move with administrative permission. Teachers will take in students found in the hallway and notify teachers of the student's whereabouts. Instruction and activities will continue until Code Green is called.

### **Parent Unification & DNA Procedure**

When students have been removed from the school or when an emergency has occurred that affects the ability to have a normal dismissal, a relocation site will be established. Parents will be notified of this location by school/district communication systems. At this location, parents will be updated concerning the situation and the plans for reunification with their child.

### **Secured Perimeter**

Secured perimeter is used when we are notified of a concern or when a potential threat is identified in the vicinity of the school but not within the school or on campus. This will be used during a Code Yellow. If you are notified of a secured perimeter, do not go to the school as instruction will continue with restricted entry and limited supervised movement within the building. These situations are often very short lived. If the situation allows and is of a lengthy period of time, the school will make notifications to parents via their normal communication methods. Entries and exits are monitored during this situation; students will not be released outside the building until we receive an all clear by the appropriate agency.

### **Fire Protocol**

In the event of a fire emergency, each floor will be dismissed using their designated staircase down to the Cafetorium through the back door of the building. Teachers will guide their students to their assigned spots, and take attendance of their students. Once attendance is taken and all students are taken care of, teachers will display the Green side of their class sign. If there are students missing, the teacher will display the Red side of their class sign.

## **Weather Related Concerns**

### **Emergency Closing Procedures**

Notification Procedures:

1. In the event of inclement weather you should assume that school will open as usual but begin monitoring the news outlet, social media, and our website.

2. Advance Notice: Only when the evidence of severe weather predictions is clear, such as ice or snow, will we make announcements of school closings or delays a day in advance.
3. Same Day Notice: Decisions regarding cancellation or delayed start will be made between 5:30 AM and 6:00 AM.
4. In the event that the Superintendent determines that closing schools is the appropriate course of action, we will immediately begin alerting parents and the public using the following methods:
  - a. Social Media
  - b. Email
  - c. Robocall
  - d. MCAA Website
5. In the event of a delayed start, cancellation, or early dismissal we will also issue phone notifications to the families of enrolled students via Robocall. Due to high call volumes in our area during such events these calls may take longer or shorter time to process. Therefore, families should not rely solely on receiving a call, but should also monitor the media and check our website and social media for more information.

### **Decision-making process and procedures**

The decision to close or delay school opening is a very important one and is made only after thorough consideration. The following information is provided to help parents understand how MCAA determines whether or not to hold school on bad weather days.

1. MCAA's procedure for closing schools is as follows:
  - a. We closely monitor weather reports from NOAA as well as the major television and radio stations
  - b. We are in contact with local police and the Jefferson County sheriff's department as needed.
  - c. We are in contact with neighboring school districts.
  - d. We are in contact with the Jefferson County EMA
  - e. This input is provided to the principal and their leadership team to make a decision to close or not and then begin to inform employees, students, parents, and the various media outlets.
2. The Principal and staff members advising considers several factors:
  - a. Road safety of students and staff and the ability of school buses to travel safely.
  - b. Whether utility services are affected such as power and gas.
  - c. Some young students may not have adult supervision during the day if school is closed.
  - d. Other students may not have a warm place to stay during the day
3. If/when the Superintendent makes the decision to close schools, all notification procedures are put into place between 5:30 and 6:30 AM.
4. If schools must be closed, the school day must be made up later in the year on one of the dates designated as an "inclement weather" day unless the Governor's Office has declared a state of emergency.

### **Delayed openings**

While delayed openings are rare, the above procedures will be followed but with a designation of being a “delayed opening” with the time delay noted.

### **Considerations for Delaying School Openings**

1. Visibility during pre-dawn hours. The delay helps avoid the limited visibility during pre-dawn hours which is when buses normally start their routes. This limited visibility can impair a bus driver's ability to see ice patches.
2. Identifying and locating icy road conditions. The delay allows county crews to locate and apply sand to icy patches.
3. Assessing traffic conditions. The delay can mean that traffic conditions are more relaxed and allow for safer travel.

### **Early/Delayed Dismissals**

Early/delayed dismissals can occur because of impending fast approaching weather such as ice, snow, severe thunderstorms, tornado warnings or by some type of facility failure such as a water main break or power failure. Utilizing all the resources mentioned above such a determination may be made by the Principal. Every effort will be made to notify parents utilizing the media listed above. In addition, schools will use their listserv email systems to alert parents. Students will remain under school systems supervision until safely transported or picked up by a parent or guardian.

# Section II.

# Code of Conduct

This Code of Conduct shall apply to any conduct: during all times that the student is in the responsibility of the Magic City Acceptance Academy. Including but not limited to:

- On school property prior to, during and following regular school hours when school is in session or when school activities are in operation.
- From the time a student leaves home until the student returns home.
- At all school sponsored events and activities.
- All field trips and off campus school activities
- On the bus to and from school
- During travel to and from any internships or dual enrollment assignments.
- The Code also applies to out-of-school conduct by a student if the school believes the nature of the conduct indicates the student presents a threat to the health, safety or welfare of other students and staff.

## Code of Conduct and Restorative Practices

### **The Restorative Practice Process**

The Restorative Practice Process (RPP) is designed to incorporate the principles, concepts and goals of restorative practices in practicing discipline at MCAA. While the process outlined below is designed to provide a “map” for how administration, teachers, students and staff should correct misbehavior, address harm done, and provide an opportunity for students to be reincorporated into the school community, all are advised to utilize their training in acting within trauma-informed restorative justice framework. There are no hard and fast rules; however, all disciplinary actions should be within the restorative justice framework.

### **The Respect Agreement:**

At the beginning of the school year, each homeroom teacher will lead their class in the development of a “Respect Agreement” for the class. The Respect Agreement’s purpose is to have students and teachers agree as to the guidelines for behavior that will create a safe, cooperative, inclusive and restorative classroom setting. The Respect Agreement will address the following behaviors: Respect of self, the respect of others, respect of the learning environment, and the respect of the facilities and equipment. Respect Agreements must also include school rules outlined in this code of conduct. Once it is developed, Respect agreements are posted in a place in the classroom that is visible to all in the room.



If the teacher's attempt to use classroom management does not resolve the behavior, teachers will remind students of their prior agreement, the reasons behind the Respect Agreement, and how the behavior in question violates the community agreement. Students are then invited to discuss the issue until a mutually agreed upon resolution is reached.

While the decision to handle student behavior issues in class shall ultimately be up to the teacher, common in class issues might include things such as:

- Disruptive or inappropriate behavior in class
- Failure to complete responsibilities
- Disrespect of teacher and/or other students
- Sleeping or chewing gum in class (according to advisor discretion)
- Excessive playfulness in class
- Overt signs of sexual affection.
- Academic dishonesty
- Gambling
- Minor dress code violations.
- Bathroom misconduct or failure to follow procedure
- Raising one's voice in a verbal conflict

### **Classroom Management**

MCAA leadership and staff will make every effort to assure that we strive to correct student misbehavior at the lowest level possible, and to support students in learning the skills that they may need to enhance a positive school environment and avoid negative behavior. The vast majority of issues can, and should be, addressed at the classroom level. In all circumstances discipline should be fair, age-appropriate, timely, private and should match the severity of the behavior.

Teachers should ensure that they set their classroom expectations from the very beginning and throughout the school year. Using the restorative justice practices framework, teachers should be able to handle minor misconduct within their classroom. If the incident involves a single student, the teacher will seek to de-escalate the issue in a one-to-one session with the student or by providing a reflection period for the student. If the infraction involves a group of students or the entire class, the teacher will de-escalate and reframe the situation to build community around the classroom agreements set at the beginning of the school year. In the event that the infraction is beyond the reproach of classroom management, the teacher will refer the student to administration using a minor infraction form in efforts to utilize school community restorative resources.

There will be three levels of strategies available to teachers and administration and they are: Administrative, Restorative, and Skill-based/Therapeutic.

- Administrative Strategies are statutory, rule-based, or contract-based interventions. They focus on the done "to" the offender, such as detention or suspension.
- Restorative Strategies are problem-solving interventions that are done "with" the offender. They focus on the harm caused and how it will be repaired. This may include; Family group conferencing, victim-offender mediation or classroom peace circles.

- Therapeutic/Resources are done “by” the offender and require internal motivation for behavior change. These interventions include; mental health counseling, anger management classes, informal mentoring and behavior coaching.

### **Conferencing and Circles**

If an incident occurs between students of different classes, or attempts to resolve an issue in class has proven unsuccessful, students will be given one of three options:

1. The student may elect to have the teacher decide an appropriate resolution to the incident;
2. Students may request that a designated restorative circle leader serve as a mediator to work with students and impacted community to come to a resolution; or
3. Students may choose to work at resolving the issue without a mediator.

If the incident involves a student and an adult, and an appropriate resolution has not been reached, the teacher can then refer the student to the School Administration for a restorative conference. If the incident involves a number of students, the Administrator may choose to hold a restorative circle with students and adults involved in the incident. Everyone who is involved in the incident will be included in the Restorative Circle. Conferencing and circle issues might include the following:

- Repeated Failure to follow dress code
- Repeated infraction of in-class possession of electronic devices (cell phones, iPods, etc) not being used in the learning process
- Lying that causes harm
- Bullying behavior
- Throwing objects at anyone at anytime
- Repeated loitering in the hallways
- Repeated littering anywhere on school grounds – inside or outside.
- Repeatedly eating in class without adult permission or supervision (to the teacher’s discretion).
- Unexcused absences, lateness or cutting class
- Disrespectful or abusive language or gestures
- Repeated offenses of in-class issues mentioned above
- Repeated academic issues not resolvable in class

In the course of the discussion, a resolution will be reached, with appropriate consequences for the person committing the offense or inflicting the harm decided by the circle leader, school counselors, and other persons involved. A notice will be placed in the student’s file of the infraction and restorative action that was agreed upon. Restorative actions that might be suggested could include the following:

- Verbal or written apology to person harmed or community as whole
- Community service
- Action plan for correction of student behavior
- Notice being sent home to student’s parents

- [Alternative Virtual Plan](#)
- In School Community Break

### **Factors Relevant to Making Discipline Decisions**

When choosing consequences for student's misbehavior, MCAA teachers, administrators, and staff must consider the following factors:

- Age, health, and disability or special education status of the student
- Appropriateness of student's academic placement
- Student's prior conduct and record of behavior
- Student's attitude
- Student's willingness to repair the harm
- Seriousness of the offense and the degree of harm caused
- Impact of the incident on the overall school community

### **Community Service**

In the event that it is determined that the restorative action chosen includes some kind of community service component, the following guidelines will be followed:

- The community service will be conducted in conjunction with a restorative conference involving all persons affected by the student misconduct. Affected persons may include staff, faculty, school leaders, other students, community members, law enforcement officials, and the offender's family members.
- The restorative conference shall be facilitated by the designated Circle Leader.
- The nature of the community service performed shall be related to the nature of the offense (e.g. vandalism would include repairing and/or paying for damage done) and shall be determined in the context of the restorative conference.
- The designated Circle Leader and/or other designated personnel shall oversee the fulfillment of the community service performed and shall document the nature of the service, and the beginning and completion dates and placed in the student's file.

The student will then be released from any further obligations to community service, and a message shall be sent by the Circle Leader to the all affected parties indicating that the person has fulfilled the obligations of their community service.

### **Taking a Break from the Community:**

In those instances where the person(s) committing the misconduct or inflicting the harm does not agree to be restored, he or she will be asked to take a temporary break from the community, and not come to school for a period of one to three days. Prior to being asked to take a break, the student will be asked to think about the reasons for his temporary suspension from the community, and to write a 1-3 page paper addressing the four restorative questions. When the break time is over, the assistant principal will meet with the student and their parent(s)/guardian(s) to review what the student has written, and to discuss appropriate measures for restoring the offending student to the community.

Depending on the nature of the misconduct or harm done, the student may be asked to take additional actions in order to be fully restored. Once those actions are completed, the student will be formally welcomed back into their classroom as a full participant. During the time away from school, the student is also responsible to complete any assignments that would be due during their time away.

If a student continues to be uncooperative, or engages in repeat behaviors of a similar nature to the first misconduct, they may be asked to take a second break from the community for 4 to 10 days. In addition to writing the paper addressing the restorative questions, the student will need to write a formal letter of apology to the school community explaining the nature of the wrongs done, and the concrete steps that will be taken to address the unacceptable behaviors in question. Prior to returning to the classroom, administration will meet with the student and their parent(s)/guardian(s) to discuss the items discussed in the letter and the steps necessary for restoring the student to full inclusion in the community. During the time away from school, the student is also responsible to complete any assignments that would be due during his/her time away.

While the decision to require a student to take a break from the community will be up to the discretion of the Circle Leader and/or designated personnel, some common behaviors requiring students to take a temporary break from the community might include the following:

- Bullying behavior
- Coming to school under the influence (but not in possession of) of alcohol or illegal substances
- Academic dishonesty
- Abuse of computer privileges
- Destruction or defacing of school property
- Sexual harassment
- Voluntary sexual acts while in school
- Theft of school or personal property
- Truancy or leaving school property without permission
- Smoking on school grounds or school-sponsored events
- Possession and/or use or transfer of matches, lighters, or any incendiary devices
- Tampering with fire alarm/extinguishers
- Arson
- Terroristic threats
- Fighting or Encouraging fighting
- Counterfeiting, forging another's signature on school-related documents, or presenting another student's work as one's own
- Failure to abide by previously decided resolutions

If the student's misconduct continues, and they do not appear in the Circle Leader's and/or designated personnel's judgment to be acting in good faith to change his offending behavior, the Circle Leader may recommend to MCAA Administration to permanently exclude (i.e. expelled) the student from MCAA community.

## **Alternative Virtual Learning Plan (AVL)**

In the event that a student has been asked to take a break from our school community and participate in the Alternative Virtual Learning (AVL) Plan, they will resume their schooling online through the platforms that their teachers have set up for them.

During AVL it is the students responsibility to keep up with all of their classes, emails and grades. Each teacher will have an online platform and virtual learning space set up that can be utilized during in person learning or just strictly set up for the AVL program. It is up to the teachers discretion and their responsibility to maintain this.

Students who are asked to participate in the AVL program will undergo check ups with their program coordinator or staff member on a regularly determined basis. Failure to keep up with grades, attendance and check ins could result in dismissal from the program and the school.

If the student completes the AVL program fully and successfully goes before a panel discussion of previous actions that resulted in the program, and achievements during the time they may be asked to rejoin the community in person.

### **In School Community Break**

In School Community Break (ISCB) allows for students at MCAA to learn and build skills to regulate their emotions and behaviors in order to effectively operate within the school community. Restorative Circles will be used in this program. Before students are recommended for ISCB, teachers and administrators will use the Offense system. All Restorative Circles are held by a trained Circle Leader and structured around the intention of growth and feedback and should last between 1 class period (90 minutes) - 4 hours.

### **Offense system:**

- **First offense: “Peace Corner” = this can act as a warning within classrooms that teachers can use with a call home.**
  - This corner will have a means for students to reflect on their behavior and its impact on themselves, the classroom community, and their classmates.
  - After they’ve completed the reflection, there will be a brief guided discussion between the student and their classmates and apologies made then the class can resume. *Please see attached for an example of the Peace Corner prompt.*

## **WELCOME TO THE PEACE CORNER**

If you have made it to this corner, here is the CRITICAL point of your time in this class that takes MINOR effort that will CHANGE the trajectory or course of YOUR life.

You have made it here because of POOR CHOICES while in the midst of your fellow scholarly colleagues and your teacher. HERE ARE THE RULES OF ENGAGEMENT:

This is to be a HAND-WRITTEN and 1-PAGE LONG document, where the QUESTIONS BELOW must be answered. This document must be submitted to the Paper Collector at the end of class. You are STILL RESPONSIBLE for classwork, so you must figure out how to get it done. If not, you will receive a grade of ZERO on ALL assignments for this day. If this reflection IS NOT COMPLETED, in ADDITION of your parents being informed, you will receive a minor infraction write up. Please note: this is the second level in the sequence of consequences. If the poor choices and bad behavior continues, I will call security to escort you to your administrator with a PS-74 write up and inform your parents.

- You must REFLECT on your action(s). WHY did you DO what you did?
- You must THINK of others. HOW did your actions IMPACT your learning community?
- You must EVALUATE your action(s). WHAT could you have done DIFFERENTLY in this situation?
- You must think BEYOND the now. WHAT do you think will happen if you WERE NOT in this safe environment?
  
- **Second offense: 3 days in In-School Community Break (Monday, Tuesday, Wednesday or Tuesday, Wednesday, Thursday type of schedule).**
  - Each day the student is in ISCB, they will be responsible for journaling using guided prompts (videos, short stories, poems, etc) that address the behavior they are coming to ISCB for. They will review the materials and then journal according to a similar prompt as the Peace Corner exercise.
  - They will be responsible for all missing work while out of class. No electronics will be allowed.
  - If we get the staff involved, the students will go through restorative exercises to help them navigate their behavior (breathing exercises, yoga, meditation, walking, gardening, etc.)
  - At every step, journaling and reflection will be a part of the course. There will also be a scheduled Restorative Circle with the teacher (by themselves) and the class impacted by their behavior with the intention of growth and feedback. After the Circle is held, the student must reflect on the impact of their behavior on their community.
  
- **Third offense: 1-5 days suspension and upon return 1 - 3 months in ISCB, alternating days and weeks** (Week 1: Monday & Wednesday; Week 2: Tuesday & Thursday; Week 3: Monday & Wednesday, Week 4: Tuesday & Thursday).

- While out on suspension, students are still responsible for work missed. Throughout this timeframe students have impacted their community to the point where their parents or guardians must also feel the impact of their behavior.
- Upon return, they must check their phones daily to the office. They are to do daily check-ins with their designated person (whether it's a teacher, administrator, or staff member). These check-ins will include completed assignments, journal entries, and performed restorative activities.
- **Week 1:** Restorative Circle including the student, parents/guardians, teacher(s), and trained Circle Leader.
  - During this circle, if there are behaviors that are inherited from the parents then we can utilize our parent sessions to address those behaviors, whether it be cultural competency, helping students make proper choices, etc.
  - In this circle, parents/guardians, students, and teachers will create a plan for success during and after the transitional period after suspension. After the circle, the student must reflect on what was discussed.
- **Week 2:** Restorative Circle includes the student, the teacher, and the class impacted by behavior, and the Circle leader.
  - This is a conversation for accountability and redemption. Students have to know how their behavior is impacting their community at all times and how they are putting their entire community at risk when they are acting outside of what's in their best interest and the best interest of their community.
- **Week 3:** Restorative Circle including the Circle leader, student, teacher, designated check-in adult, and assigned administrator.
  - This circle is to ensure that the student is continuing on a reflective path and can see how they come to their course of actions and choices.
  - This circle is to also prepare them for a time without going through a circle process to aid in processing their choices. After the circle, the student must reflect on what was discussed.
- **Week 4:** This will be a time of reflection for the entire time frame in ISS, and allow students to create their own plan to be successful in making better choices.
  - If students have to cycle through this process for longer than 1 month, they will join in with other students who are in the same cycle in Restorative Circle meetings on an alternating basis as stated above. These meetings will be more intensive conversations around themes, such as identity, conflict, belonging, being othered, self-love, etc.
  - We can develop an archive of videos and readings that can help guide these conversations.
  - These meetings can last between 2 - 4 hours, which includes reflection time.

## Guidelines for Behavior

First and foremost, MCAA is a school that provides a safe and nurturing environment for all students. Therefore, all students are expected to behave in a manner that will reflect favorably on our school community. The following guidelines are expected to govern and characterize student behavior:

- **Attendance** – Students are expected to attend school on a regular basis, as required by state law and come to school on time.
- **Safety** – Students are expected to exhibit behaviors that are safe for themselves and others. Students, parents, faculty, and staff are expected to follow all rules, as they were designed with consideration of a safe MCAA school community. Every attempt will be made to allow students to be equal partners in decision-making in regard to school rules and policies.
- **Cooperation** – Students are expected to cooperate fully with mentors, advisors, administrators, and other adults in the school not only when they are in the classroom but also when they are in all areas of the school. Students are always expected to be polite and helpful to others at all times.
- **Orderly movement** – Students are expected to move between classes and other activities in common areas, inside or outside the school in an orderly and timely manner.
- **Entering the building** – students should always enter the building quietly and orderly with no pushing or shoving. Students must be respectful of the personal space of others at all times.
- **Electronic devices** – Students should not have electronic devices, besides the school issued laptop, in use during instructional time. Teachers have the discretion to create their own classroom policy in conjunction with this.
- **Illegal drugs and alcohol** – Illegal drugs and alcohol are forbidden at all times. If a student is taking any medications for health reasons, they must be signed in and administered by the school nurse only. All medications must be accompanied by a signed physician form.
- **Dress Code of Conduct** – No sharp objects such as spikes or blades may be attached to your person. All private areas are to be covered, i.e., cleavage is covered, no visible undergarments.
- **Bullying** – at MCAA a safe and secure community and environment is the foundation of our beliefs. Safety and security will ensure a learning environment for all students that allows them to achieve at the highest levels. All incidents of bullying, hazing, and cyberbullying are strictly forbidden, and consequences will be administered in order to alleviate any of these behaviors.



## **Technology Acceptable Use Policy**

MCAA believes that access to technology in school gives students greater opportunities to learn, create, communicate, collaborate and develop skills that will prepare them for work, life and citizenship. We expect all students to exercise responsible and ethical behaviors while online as a demonstration of a good digital citizen. We are committed to helping students develop the technology and problem solving skills necessary to support their future successes.

Student access to District technology resources, including access to the Internet, is to support educational responsibilities and reflect the school's mission. The specific conditions and services being offered will change from time to time. In addition, MCAA makes no warranties with respect to network or Internet service, and it specifically assumes no responsibilities for:

- The content of any source on the Internet, or any costs, liability, or damages caused by the way the student chooses to use his/her network or Internet access.
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of MCAA.

The student agrees to the following terms:

1. The student's use of MCAA technology resources must be consistent with the primary goals of the school.
2. The student will not use any school technology resources for illegal purposes of any kind.
3. The student understands that misuse of District technology resources may occur in many forms including but not limited to searching inappropriate images, videos, or text, cyberbullying, and harassment.
4. The student will not use school technology resources to transmit materials that are harmful to minors, threatening, obscene, or harassing.
5. The student will not use school technology resources to interfere with or disrupt network users, services, or equipment through the distribution of unsolicited advertising, propagation of computer viruses, using printers other than those designated at the student's school site for student use, and/or using the network to make unauthorized entry to any other machine accessible via the network or by any other means.
6. The student acknowledges that only a limited expectation of privacy exists to the extent required by law for him/her as a student related to his/her use of school technology resources. MCAA technology resources may be monitored for all lawful and good cause purposes. Use of these resources constitutes consent for the school to monitor these resources for these purposes. The student further acknowledges that the school may retrieve and/or disclose, as allowed by law, all messages stored by the District or an outside entity on its behalf.
7. All passwords assigned to the student will be kept confidential and the student will not disclose them to *any* third parties.

In accordance with the Electronic and Communications Privacy Act of 1986, (18 USC Section 2510), all students are hereby notified that there are no facilities provided for sending or receiving private or confidential electronic communications. All messages may be considered readily accessible to the general public. Do not use this system for any communications, which the sender intends only for the sender and intended recipients to read. By the student's use of the District network or Internet, the student agrees to hold harmless the District against any and all claims arising out of said use. The student and his/her parent(s) or the student alone, if emancipated, is bound to the terms and conditions of this Notice. The student has discussed these rights and responsibilities with his/her parent(s).

The student understands that any violations of the above provisions may result in disciplinary action, the revocation of the student's access privileges, and/or privileges, and/or appropriate legal action. The student also agrees to report any misuse of the information resources to the school site administrator, teacher, or technology representative. All the rules of conduct described in District or school site policies, procedures, and handbooks apply when the student is on the network.

The parent or guardian understands the provisions and conditions of this document and that Internet access via the MCAA network is being provided solely for educational purposes related to the curriculum, the academic development of the student, or a school extracurricular activity. The parent or guardian understands that his/her child will abide by the provisions and conditions of this Notice and the parent or guardian understands that any violations of the above provisions may result in disciplinary action, the revocation of his/her child's access privileges, and/or privileges, and/or appropriate legal action.

The parent or guardian further understands that it is impossible for MCAA to restrict access to all controversial materials, and the parent or guardian will not hold responsible for materials acquired on the District network or Internet. The parent or guardian also will report any misuse of any information resources or technology to the school site administrator, teacher, or technology representative. The parent or guardian accepts full responsibility for the supervision of his/her child should he/she use remote connections to the District network or Internet in a non-school setting.

While principals routinely reiterate messages about the proper use of technology with students, it may be prudent for parents to discuss and remind your child about the legal and ethical use of technology (both in and out of school) in order to prevent serious incidents. MCAA(Technology Acceptable Use Policy for Students), (New and Returning Student Registration) has certain standards for the student's use of MCAA technology, including an agreement not to use the technology for illegal purposes or for sending or receiving messages suggesting pornography.

When discussing the legal and ethical use of technology with your child, please:

- Inform your child that publishing their thoughts, ideas, and opinions is a form of speech that is often protected by the First Amendment. However, the right to free speech does not mean that a student can make public defamatory remarks, or post threats against someone and/or damage his/her reputation. (P-5.002)

- Encourage your child to alert adults on campus if anything harmful or dangerous is sent via technology.
1. Responsibility/Liability – Any student who chooses to bring a cellular phone or other wireless communication device to school shall do so at his or her own risk and shall be personally responsible for the security of his or her cellular phone or wireless communication device. Neither the school personnel nor Board will assume any responsibility or liability for loss, theft, damage, nor vandalism to a cellular phone or other wireless communication device brought onto school property or for the unauthorized use of any such device.
  2. Tell your child that she/he is expected to show good character in the use of all technology. If something could be hurtful to another person physically, socially, or psychologically, students should not write, save, or forward the message.
  3. Cyber-bullying and explicit texting are very serious. In light of child pornography laws, even if students claim to be "kidding around", any text that is sexual/explicit/provocative in nature, using words or video/photography, will be reported and investigated by law enforcement. Any repercussions are subject to local, state, and federal laws.
  5. Let them know that unclothed pictures of people under 18 (taken with or without their permission) are considered a form of child pornography, despite the intent of the parties. It is illegal to transmit any unclothed pictures of people under the age of 18.

In some other instances, class sets (books not assigned to students but used in class and available to students and parents as needed for use at home) may be assigned when the text is used as a reference. At the beginning of the school year, teachers will advise you in person or by newsletter of the core materials they plan to use and how homework will be assigned. In some instances, there may be no textbook, because other materials are more appropriate or up-to-date for content purposes. Many textbooks are available online through a link to each student's district portal. These textbooks can be accessed from any location where an Internet connection is available.

When textbooks, library books, or other instructional materials are assigned to a student and materials are lost or damaged, the parent is financially responsible. F.S. § 1006.42 Failure to pay for lost or damaged textbooks may result in the student's suspension from extracurricular activities or a requirement that the student perform community service equal to the value of the lost or damaged materials. Parental and student responsibility as to instructional materials, debts for loss, damage or destruction, and accountability procedures, including debt collection efforts by MCAA

### **Cellphones and Other Electronic Devices**

MCAA provides every student access to technology for educational purposes. **Cellphones, headphones and other distracting devices are prohibited during instructional times unless otherwise stated by the teacher.** Students should always rely on and have their school loaned technology for classwork and homework that needs to be done using technology.

If a student needs to contact a parent or guardian during instructional time they will need to do so through the front office.

Instructional time is defined as the period during which teachers are holding productive class time. Each teacher holds the right to develop further their own technology guidelines. Students are allowed to use devices before and after school, during lunch, and when teachers allow usage in the classroom.

Staff members hold the right to take up electronic devices if being used during instructional time. Devices will be taken to the office until the end of the day when the student can pick it up. If it becomes necessary a parent conference will be held to discuss device responsibilities and consequences.

**Students are not allowed to take pictures or videos of other students, teachers or staff members without their permission.**

If a student needs special accommodations regarding electronic devices including headphones, communication from a licensed professional or the counselor should be given. Otherwise students should be following the guidelines that teachers put in place for their own individual classrooms.

### **Dress Code**

The responsibility for the dress, grooming and hygiene of a student rests primarily with the student and their parent or guardian, but adhering to the following guidelines.

- No sharp objects such as spikes or blades may be attached to your person.
- All private areas are to be covered, i.e., no low cut or deep v shirts, no visible undergarments.
- Students should wear garments that cover the entire torso and hind parts of legs.

If students are out of dress code, they will go to the school's closet and get a garment that will meet dress code requirements. Students are not required to return the garment that they borrowed.

If a student has 3 or more dress code violations, parent/guardian will be notified and an accountability plan will be developed with parent/guardian, administration, teacher, and student. If there are continued violations, the administration will do a home visit to figure out the causes. Students can be placed on an Alternative Virtual Learning plan for a specified period of time with a reintegration plan.

## MCAA Restorative Matrix

Level	Behavior	Restorative Action
<b>0</b>	<ul style="list-style-type: none"> <li>● Bus Rules Violation</li> <li>● Cell Phone / Technology Violation</li> <li>● Cheating</li> <li>● Computer / Technology Misuse (Minor)</li> <li>● Confrontation</li> <li>● Disobedience or Insubordination</li> <li>● Disrespectful Language</li> <li>● Disruptive (Unruly) Behavior</li> <li>● Dress Code Violations</li> <li>● Excessive Public Displays of Affection</li> <li>● Habitual Tardiness</li> <li>● Leaving School Grounds w/out Permission</li> <li>● Lying / Misrepresentation</li> <li>● Out of Assigned Area</li> <li>● Prohibited Items ***</li> <li>● Truancy</li> <li>● Unauthorized Sale / Distribution of Materials</li> </ul>	<ul style="list-style-type: none"> <li>● After School Detention</li> <li>● Apology Letter</li> <li>● Assigned Bus Seat</li> <li>● Behavior Contract</li> <li>● Coaching</li> <li>● Conference with Parent</li> <li>● Confiscation</li> <li>● Daily / Weekly Report</li> <li>● Extended or Multiple Detention</li> <li>● Mentoring</li> <li>● On - Property Community Service</li> <li>● Plan Meeting (LEP, 504, IEP)</li> <li>● Re-Teach Behavior</li> <li>● Referral for Administrative Mediation</li> <li>● Referral to Outside Agency</li> <li>● Referral for Peer Mediation</li> <li>● Referred to Wellness Suite</li> <li>● Reflective Assignment</li> <li>● Schedule Change</li> <li>● Saturday School Detention</li> <li>● Voluntary Restitution</li> </ul>

Level	Behavior	Restorative Action
<b>1</b>	<ul style="list-style-type: none"> <li>● Harassment*</li> <li>● Bus Disruption</li> <li>● Profane or Obscene Language</li> <li>● Physical Aggression</li> <li>● Repetitive Disruptive Behaviors ***</li> <li>● Repetitive Disobedience</li> <li>● Bullying*</li> <li>● Cyber Bullying*</li> <li>● Vandalism &lt; \$1000</li> <li>● Petty Theft / Thieving &lt; \$300</li> <li>● Possession of Tobacco Products (Include Vape / E-Cigarettes)</li> <li>● Unserved Detentions (Regular)</li> <li>● Unserved Detentions (Saturday)</li> <li>● Firecrackers / Poppers</li> <li>● Forgery</li> <li>● Gambling*</li> <li>● Possession of Items Intent to Harm ***</li> </ul>	<ul style="list-style-type: none"> <li>● Coaching</li> <li>● Reflective Assignment</li> <li>● Apology Letter</li> <li>● Check-In Check-Out</li> <li>● Victim Safety Plan</li> <li>● No Contact Contract</li> <li>● Mediation</li> <li>● Behavior Contract</li> <li>● Plan Meeting (504, IEP, LEP)</li> <li>● Daily / Weekly Report</li> <li>● Voluntary Restitution</li> <li>● Restorative Circles</li> <li>● Community Service</li> <li>● Loss of Privileges</li> <li>● Confiscation</li> <li>● In-School Intervention</li> <li>● In-School Community Break</li> <li>● Days Held in Abeyance</li> </ul>

	<ul style="list-style-type: none"> <li>● Sexual Harrassment*</li> <li>● Menacing Statements, non-criminal*</li> <li>● Severe Inappropriate Activity*</li> <li>● Cheating (Severe)</li> <li>● Possession of Non-Criminal Altering Substances (Energy Drinks, Coffee, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● ATOD Program**</li> <li>● Temporary Removal from Bus</li> <li>● Temporary Removal from School for 1-5 Days</li> </ul> <p>** 1st Offense – 5 days OSS/3 in Abeyance with attendance at and approved Alcohol Tobacco or Other Drugs (ATOD) program</p> <p>** 2nd Offense – 5 days OSS/2 in Abeyance with attendance at and approved Alcohol Tobacco or Other Drugs (ATOD) program</p> <p>** Further offenses – 10 days Removal from School</p>
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Level	Behavior	Restorative Action
2	<ul style="list-style-type: none"> <li>● Fighting</li> <li>● Verbal Assault on a Student / Person</li> <li>● Verbal Assault on a School Board Employee</li> <li>● Physical Aggression on a Student / Person (Non-School Board Employee)</li> <li>● Physical Attack on a Student / Person</li> <li>● Extortion / Blackmail / Coercion</li> <li>● Robbery</li> <li>● Physical Aggression on a School Board Employee</li> <li>● Hazing</li> <li>● Stealing &gt; \$300</li> <li>● Vandalism &gt; \$1000</li> <li>● Breaking and Entering / Burglary</li> <li>● Computer / Technology Misuse (Major)</li> <li>● Reckless Vehicle Use</li> <li>● Motor Vehicle Theft</li> <li>● Counterfeit or Misrepresented Document</li> <li>● Sexual Assault</li> <li>● Unauthorized use of Prescription Drugs**</li> <li>● Use of Intoxicants**</li> <li>● Alcohol**</li> <li>● Drug Paraphernalia**</li> <li>● Drugs / Imitation Drugs Represented as Drugs (possession / use / storage)**</li> <li>● Trespassing</li> <li>● False Fire Alarm / 911 Call</li> <li>● Bomb Threat</li> <li>● Inappropriate Lewd, or Obscene Act</li> <li>● Sexual Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to School Based Team</li> <li>● Referral to Mental Health Services</li> <li>● Confiscation (Where Applicable)</li> <li>● Restorative Circles</li> <li>● Community Service</li> <li>● Loss of Extracurricular Activities</li> <li>● In School Community Break</li> <li>● Days Held in Abeyance</li> <li>● Removal from School 1-10 Days</li> <li>● Recommended for Permanent School Removal</li> </ul> <p><b><u>Alcohol or Other Drug (AOD) Offenses</u></b></p> <ul style="list-style-type: none"> <li>● 1st Offense - 7-10 days OSS/5 in Abeyance with attendance at an approved Alcohol or Other Drugs (AOD) program</li> <li>● Repeated Alcohol or Other Drugs offense (during same calendar year) – REQUIRE a 10 day out-of-school suspension and recommendation for expulsion.</li> <li>● Principals can request to convene a Discipline Screening Committee on any infraction that is unique in nature.</li> </ul>

	<ul style="list-style-type: none"> <li>• Possession of a Weapon</li> </ul>
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Level	Behavior	Restorative Actions
<b>3</b>	<ul style="list-style-type: none"> <li>• Imminent Threat of Violence, High Level</li> <li>• Attempt a Criminal Act Against a Person</li> <li>• Possession of a Firearm</li> <li>• Battery on a Law Enforcement Officer</li> <li>• Possession, Use, Sale, Storage, or Distribution of an Explosive Device</li> <li>• Sale, Intent to Sale, or Distribution of Drugs, Imitation Drugs Represented as Drugs, or Prescription Medication</li> <li>• Aggravated Assault</li> <li>• Battery or Aggravated Battery on a Student / Person (Non-School Board Employee)</li> <li>• Armed Robbery</li> <li>• Battery or Aggravated Battery on a School Board Employee</li> <li>• Sexual Battery</li> <li>• Kidnapping or Abduction</li> <li>• Arson</li> <li>• Bomb / Shooting Threat</li> <li>• Terrorism</li> <li>• Homicide</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Safe Schools</li> <li>• Mental Health Services Referral</li> <li>• Parent / Guardian Contact</li> <li>• Student Conference</li> <li>• Confiscation (If Applicable)</li> <li>• Suspension from School 7-10 Days</li> <li>• Alternative Virtual Learning Program</li> <li>• Permanent Removal from School</li> </ul>

## **Prevention Practices, Disciplinary Interventions, and Responses**

### **Alternative Virtual Learning**

- Program prior to potential permanent removal from MCAA. Students will be required to participate in virtual learning while going through restorative justice practices to correct behavior and restore relationships within the overall school community.

### **Assigned Bus Seat**

- One of the main responses to minor behavioral issues on the bus is to enact assigned seats that puts the student at the front of the bus, closer to the bus driver, and away from the students that they are having issues with.

### **After School Detention**

- Instead of going home at the end of the day, the student reports to a designated classroom where he or she must sit at a desk for an amount of time generally ranging from 10 minutes to two hours, with an hour or less being most typical. They will use this time to work on any unfinished work that needs to be done without disrupting time in the typical school day.

### **Behavior Contract**

- A written and signed contract between students and teachers/administrators, enforced by parents and support team. It lays out any specific behaviors the student struggles with or is

working on, along with goals for those behaviors. Ideally the goals will be attainable, but still challenging. It also outlines the rewards and consequences for meeting or not meeting goals.

### **Coaching**

- Students will meet with a member of their support team to discuss the behaviors the student needs support with and ways they can go about working on those behaviors. Coaching is usually over a shorter period of time.

### **Confiscation**

- If a student is caught with prohibited items, the first course of action will be to confiscate that item. This could range from phones for violation of the technology policy to illicit substances and even weapons. The severity of the infraction will determine the amount of time, if any, that the student will have to spend before they can get the confiscated item back.

### **On-Campus Community Service**

- Will allow the student to participate in some sort of activity to serve and benefit the community. This is usually carried out via lunch detention, but it usually involves students taking on a cleaning role in large scale environments like lunch, and is spent cleaning our school and taking ownership of the space we are in.

### **Conferences**

- Conferences can involve students, teachers, administrators, and parents/guardians in discussion about student performance/behavior and potential solutions for any problems identified. Conferences strictly to address student behavior should include/address the social, academic, and personal issues related to the behavior.

### **Daily / Weekly Report**

- These act as behavioral progress reports. On the established dates the student will meet with their support team, discuss whether or not the behaviors are improving, what can improve, and then send that report back home to parents.

### **Functional Behavior Assessment**

- FBAs consist of the information gathering process to identify the problem behavior(s) exhibited by the student and the development of interventions to lessen or eliminate them.

### **In School Community Break**

- In School Suspension (ISCB) is utilized as a stage in the Offense system where students are referred to a reintegration program that helps them learn skills to be an effective member of the school community. Activities that will take place in ISS include reflective journaling, daily reporting to a school mentor, yoga, etc.

### **Mentoring Program**

- In cases of needs we can work with the support team and students to assign mentors that can work with the students one-on-one over a long term basis. This mentor can be a teacher, an administrator, any support staff, or even another student (peer helpers).

### **Parent / Guardian Outreach**

- School staff are required to inform parents/guardians of their children's behavioral and academic performance. Teachers should reach out to parents to seek assistance with correcting any academic or behavioral issues related to students.

### **Restorative Circles**

- Community meetings designed to address both family and community circumstances that are underlying causes of the inappropriate behavior. They are meant to rebuild relationships,



develop rehabilitative plans and respond to victims' needs. They involve the offender(s), victims(s), the friends and family of each and necessary staff.

### **Re-Teach Behavior**

- This is an in-class strategy that involves teachers reinforcing classroom rules and expectations and working with the students to help teach them behaviors that will allow them to better exist in the classroom environment. The hope is that this is the first step any time there are issues so we can help students before the behaviors move past the point where they require admin intervention.

### **Reflective Assignment / Apology Letter**

- These are outside of the classroom work that students have to do to allow them the space to reflect on the incident they were involved in. The assignment allows students to revisit the actions taken and decisions made and look at ways they could have addressed things differently, and the apology letter can give the victim / offended party a chance to have their feelings be validated.

### **Schedule Change**

- If there is space in other classes at the time or availability to rework schedules, schedule changes could be made available for students to move them apart from other students or teachers they may have conflict with.

### **Student Advisories**

- Students meet in small groups with an adult advisor to focus on character and civic development. Students discuss day-to-day issues, define their values, develop a trusting relationship with an adult, advocate, refine communication skills, and participate in social justice or service- learning projects. Student Advisories offer emotional support for students, develop a trust relationship with the adult mentor/advisor and discuss student progress academically.

### **Victim - Offender Mediation**

- Provides a forum for victims and offenders to meet in a safe and respectful environment with the assistance of a facilitator. The purpose of the meeting is to explore and discuss the effects of an offense and the ways in which healing can take place.

### **Whole School Moments**

- WSM are brief, preventative sessions practiced each week to develop coping skills, resiliency, and self awareness among students.

# Section III

# Academic Program

## Classroom Policies & Guidelines

Each teacher at MCAA has the right to create their own individualized classroom guidelines in addition to this document. Teachers will have a syllabus or information sheet for students and parents with all information on this during the first week of school. Students are responsible for respecting each teacher's guidelines, and in the event that an issue arises, they might be asked to refer back to the policies in place, have a restorative circle, or a parent teacher conference depending on the offense.

Individual teacher policies and guidelines are at the discretion of each teacher, and students or parents who are eager to learn more about those policies are asked to schedule an appointment with the individual teacher.

## Curriculum/Academic Policies

While many of our students will be over-aged and under-credited as a result of emotional distress, dropping out, or experiencing a lack of rigor in their homeschool environment, we nevertheless believe that our student population will have a vast range of academic readiness. Therefore, it is imperative that we maintain a small, intimate setting in which teachers can personalize instruction for their students and provide meaningful 1:1 mentorship.

To do so, MCAA will deliver an academic model that embraces the following core components:

- **High quality, Aligned Curriculum** that allows for culturally-responsive adaptations
- **Project-Based Learning** embedded in each content area and learning unity
- **Blended Learning** driven by excellent teachers and a world-class online platform that allows students to learn at their own pace and allows teachers to upload curriculum and lesson plans, monitor student progress in real time, and make data-based decisions.
- **Arts-Infused Community Projects** emphasizing a social/restorative justice theme
- **1:1 Mentoring** upon request, students can have access to an assigned adult mentor who helps set college and career goals, regularly monitors progress towards those goals on the online platform, gives real time feedback on next steps, and serves as a personal ally.

## Social & Emotional Learning

Social-emotional learning (SEL) is the process of developing the self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success. People with strong

social-emotional skills are better able to cope with everyday challenges and benefit academically, professionally, and socially. Programs such as CharacterStrong will be utilized to assist students in building skills that will help them after they graduate from MCAA. We also have clubs and organizations such as Peer Helpers, Student Government Association, and others that give students an opportunity to be leaders and contribute to the school and overall communities.

## **Assessment/Testing**

MCAA will assess the chosen curriculum and will measure student mastery through both formal and informal assessments. The principal or designee will establish assessment approaches for determining the effectiveness of instructional programming at MCAA for all classrooms.

Assessments will focus on determining the extent to which students are achieving and maintaining mastery of curriculum objectives and the extent to which instructors are displaying effective conveyance of curriculum in the classrooms. MCAA leadership staff will design and use a variety of assessment approaches in determining the effectiveness of the planned and written curriculum, the taught curriculum, and instructional programs. Students at MCAA will also take state-mandated assessments such as the ACT, pre-ACT, ACCESS for ELLs, and ACAP. They will also take benchmark assessments through NWEA, a nationally recognized and nationally normed assessment.

Reports will be made periodically to the MCAA Board, staff, and families concerning these assessments and results. Teachers will be expected to conduct frequent assessment of students on the curriculum objectives. These will include:

- Teacher-made assignments/assessments
- MCAA grade-level benchmark assessments
- Advanced Placement Common Assessments
- Criterion-referenced tests will be utilized to determine patterns of student achievement.

Teachers and supervisors will utilize test results to assess the status of individual student's achievement in order to:

- Continuously regroup students for instruction
- Identify general achievement trends of various groups of students
- Modify instruction as warranted by assessment results
- Modify individualization of instruction
- Perform continuous goal-setting and progress monitoring

## **Grading Policy**

The following outlines the grading system and policy for MCAA.

Grade Setup for total grade in each class:

Classwork = 50%

Assessments (tests, quizzes, projects)=40%

Homework= 10%

Final Grade Setup for the year:

1st 9 weeks grade (40%) + 2nd 9 weeks grade (40%) + 1st semester exam (20%)= Semester 1 Grade

3rd 9 weeks grade (40%) + 4th 9 weeks grade (40%) + 2nd semester exam (20%)= Semester 2 Grade

Semester 1 grade (50%) + Semester 2 grade (50%)= Final Grade

Grading Scale:

<u>Percentage</u>	<u>Letter Grade</u>	<u>GPA (only applies to high school courses)</u>
90-100%	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
0-59%	F	NO CREDIT (0.0)

### **Academic Integrity**

MCAA has a zero tolerance stance on plagiarism and cheating. Students who are not academically honest will go through our restorative plan and may lose credit on the assignment or test that is in question or asked to redo.

### **Plagiarism**

Plagiarism is defined as taking someone else's work or ideas and passing them off as your own without giving credit to the original source.

### **Cheating**

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or assessment. It includes using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source.

## **Exceptional Education**

### **Individualized Education Program (IEP)**

Students will be reviewed for the need of an IEP after having going through the MTSS process. Each year, students on an IEP program will be reviewed to determine if the student suitability for the program. Any and all updates will be made to the student's program. Once a student has an IEP, teachers and educational staff will use the accommodations specified in program to assist student success in the classroom and all other relevant areas where the student's IEP is utilized.

### **Multi-tiered System of Support (MTSS)**

The MTSS process allows for MCAA educational staff to effectively support the academic, social, emotional, and behavioral needs of students. MTSS is done by taking the following steps:

1. MTSS Referral - teachers and educational staff refer students to the process on the last Wednesday of each month by submitting a referral form.
2. The MTSS team will review the referrals to analyze the problem and relevant data and collect research-based strategies to address concerns.
3. MTSS Meeting - Meetings will be held on the 1st Wednesday of each month. The referring teacher will meet with the MTSS Team during their planning period to discuss the following:
  - a. Select intervention plan to implement.
  - b. Evaluate the intervention for effectiveness
4. Implement Interventions - The referring teacher will collect data to evaluate the effectiveness of interventions for 4-6 weeks.
  - a. *Progress monitor includes:*
    - i. Weekly measurements of growth
    - ii. Anecdotal notes
    - iii. Progress charts (charts are based on teams intervention selection)
5. MTSS Intervention Follow Up - After 4-6 weeks, the referring teacher will return to step 1, completing the MTSS referral form, and follow up with the MTSS team to discuss the effectiveness of the intervention plan. Adjustments will be made at this time.
6. SST Referral process with Exceptional Education team

### **Gifted Referral Protocol**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or

environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities may refer to a student. Additionally, all students will be observed as potential gifted referrals using a gifted behavior checklist that can be asked for upon request.

Gifted students fall under the responsibility of our Exceptional Education team.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. In particular, Section 504 provides that: No otherwise qualified individual with a disability in the United States... Shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance... 29 U.S.C. § 794(a) (1973) Students who receive 504 services must adhere to the district's Code of Student Conduct, and may not be subjected to a disciplinary action for more than 10 (consecutive/cumulative) school days - unless it has been determined, by the 504 Team, that the behavior(s) causing the disciplinary action IS NOT related to the student's disabled condition(s). Disciplinary action(s) that may result in 10 or more school days must follow the 504 Manifestation Determination/Evaluation prior to any outcome. Disciplinary action(s) less than 10 days (cumulative/consecutive for the year) DO NOT require the 504 Manifestation Determination/Evaluation. However, a review of the 504 Plan may be needed. For additional information please contact the proper school channels.

### **Extracurricular Activities**

MCCA offers a plethora of extracurricular activities that are led by a teacher advisor. It is up to each individual group to decide on meeting times, and community standards for that activity.

Failure to uphold the student code of conduct can result in having extracurricular activities taken away for a period of time and replaced with mentoring, tutoring, or a period of time to re-evaluate the community standards.

### **Schedule Changes**

In the event that a student needs a change in their schedule they are asked to make an appointment with the school counselor. Our counselor, to the best of their ability, will make changes that they see fit in order to help the student thrive in our community.

This process can sometimes take time, and students are required to continue their school work based on their current schedule until the change goes into effect. All requests will go through a

Google Form that will be linked both on the school website and within the teacher's classrooms. Schedule changes by student request will be cut off at the end of the first month of class, and after that point the only allowed changes will be ones by teacher / parent request and a significant display of need.

# **Section IV.**

# **Parent Responsibilities**

# **& Communication**

## **Change of Information**

Should you need to change any information that we have saved in the Student Information System (PowerSchool) please call or email the front office at MCAA. Please make sure that we always have a current phone number, custody arrangements, and emergency contact information.

## **Parent/Teacher Conferences**

Conferences with an individual teacher can be made at the request of the teacher or the parent. An appointment will need to be made. Each teacher has the right to their own format for parent/teacher conferences whether that be in person, a phone call, or a virtual conference.

Please contact a counselor or administrator for any other types of conferences, and make an appointment.

## **Custody Notification**

The school needs to be notified immediately of any and all custody changes for a student so that we can have the correct information in our systems. Please call or email the school to update any information as soon as possible as it pertains to a change in custody.

## **Attendance**

Regular attendance is essential for a student's successful academic progress. The right to attend school and arrive on time is the responsibility of both the student and the parent (in the case of children under seventeen years of age). Alabama State Law 16-28-3, Code of Alabama,

1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state.

Parents or guardians having control over school age students are responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer or school team member assigned to school attendance to file a complaint in the Jefferson County Family Court. Excused absences may be excused for the following reasons:

- personal illness
- death in the immediate family
- inclement weather (as determined by the principal) which would be dangerous to the life and health of the child
- legal quarantine
- emergency conditions as determined by the principal
- prior permission of the principal upon request of the parent or legal guardian

### **Written Excuses**

A written excuse from the parent/guardian explaining the absence or a doctor's note stating the reason for the absence must be provided to the school within **three (3) days** of the student's return to school to be counted as an excused absence. The written statement must include:

1. The date(s) of absence
2. The reason for absence
3. The parent's signature

A written excuse from parents or guardians, as described above, will excuse absences for up to but not exceeding ten (10) absences during the school year. Further absences will require a written excuse from a medical doctor or court official.

### **Unexcused Absences**

Any absence that does not fall under the category of Excused Absence is recorded as an Unexcused Absence. Any student with seven (7) unexcused absences during the school year may be referred to Early Warning Court. What to Expect for Excessive Unexcused Absences:

- 3rd unexcused absence: warning letter from school
- 5th unexcused absence: parent conference with administration
- 6th unexcused absence: home visit from school staff/administration
- 7th unexcused absence: parent and/or student may be referred to Early Warning Truancy Program
- 10th unexcused absence: petition may be filed in Jefferson County Family Court against parent or student for truancy or educational neglect 44 Early Warning Truancy Program

Parents and students will be referred to the Early Warning Truancy Program on the seventh (7TH) unexcused absence. Referral to the program includes the following steps:



1. The parent will receive official notification by U.S. Mail. The notice will require the parent and student to report to Jefferson County Family Court.
2. The parent and student will meet with the attendance officer and a court official. The attendance officer will review the system's Attendance Policy. The Court Official will review the State of Alabama's Attendance Laws and consequences of breaking the laws.
3. If the parent and student fail to appear at the scheduled Early Warning Truancy Program, the parent may receive legal notice and a court referral.

### **Absence Due to Chronic Ailment**

Parents or guardians of any student having a chronic ailment that may cause the student to miss school are required to provide the school with a clinical or doctor's statement verifying the child's condition. The clinical or doctor's statement must be provided when a student enrolls or at the time of diagnosis (if already enrolled). An updated doctor's statement should be provided at the beginning of each school year. The written statement must include:

1. The nature of the child's illness
2. A statement from the doctor that the student may have to miss school from time to time due to this illness Failure of parent/guardian to provide the school with a chronic ailment statement can result in unexcused absence accumulation and referral to Juvenile Court.

A written excuse from the parent/guardian must be submitted to the school for each absence explaining the reason for absence is due to the chronic ailment. In cases of prolonged absences due to illness, the parent or guardian should seek assistance from the Homebound Program.

### **Absence Due to Extreme Emergency**

In cases where extreme emergencies exist and can be verified, the principal may extend the maximum number of unexcused absences per term that a student may accumulate before credit is withheld. The principal may establish an alternative plan by which students may redeem credits. This plan must include completion of assignments as well as a time requirement, such as Saturday School or before/after school time.

### **Loss of Credit and Appeal**

For high school students, excuses are limited to ten (10) per semester for a full credit course and five (5) for a half-credit course. Combined (excused and unexcused) absences from a class period more than ten (10) times a semester may result in a loss of credit. The parent or guardian may appeal a decision to withhold credit for an individual student based upon excessive unexcused absences to the School Secretary or Registrar setting forth the reasons for the absences and attaching any supporting documentation. The appeal is to be considered by a three-member panel, which will include the Chief Academic Officer of MCAA. The committee can exercise one of the following:

- Uphold the principal's decision and withhold credit
- Reject the principal's decision and award credit
- Approve or revise the principal's offer of an alternative plan.
- Students over age seventeen (17) who accumulate more than ten (10) days of unexcused absences during a single semester may be withdrawn from school.
  - Parents must be notified of pending withdrawal and given one (1) week to appear before the principal to show cause as to why the student should not be withdrawn from school.
  - Counselor, and Assistant Principal must conduct an exit interview where the student and student's parents or legal guardian meet with designated school staff and are advised of the negative effects of their actions and are given possible ways to correct the situation.
  - The student and parent or legal guardian also be provided with GED information and discuss other classes or opportunities available to the student.
  - The completed exit interview should be placed in the student's cumulative file. The Director of Student Success working in cooperation with the Exceptional Education Department and Chief Academic Officer must approve all withdrawals for special education students.

### **Visitors and Volunteer Information**

All visitors and volunteers must check in at the front office before entering the school. They are required to present an I.D. and wear visitors badge the entire time that they are at the school.

All visitors and volunteers are also required to be compliant to our school mission and rules. Under no circumstance is a visitor or volunteer allowed to bring weapons or drugs onto the campus, including the parking lot. Failure to adhere will result in removal from the campus.

We encourage all visitors and volunteers to call the front office ahead of time and make an appointment.

Volunteers and visitors are subject to a background check.

### **Reporting, Investigation, & Compliant Resolution Procedures**

If parent(s)/guardians or students have a complaint to report, please follow the listed procedures below. If you have any questions, please do not hesitate to contact the assistant principal.

- Complaints alleging violations of this policy must be made on Board-approved complaint forms available on the The complaint must be delivered to the principal or principal's designee by either mail or personal delivery. Incidental or minor violations of this policy may be presented and resolved informally.

- Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint in a reasonably prompt time period. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- Any reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

## Glossary

- Bullying - an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm.
  - Verbal Bullying - when an individual uses verbal language (e.g., insults, teasing, etc) to gain power over his or her peers.
  - Social Bullying - the use of various **means** to damage or destroy someone's social relationships.
  - Physical Bullying - using one's body and **physical** bodily acts to exert power over peers.
  - Cyber Bullying - the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
- Harassment - aggressive pressure or intimidation.
- Truancy - the action of staying away from school without good reason
- Circle Leader - a trained staff member that will be able to hold restorative meetings between all stakeholders when a student misbehaves.
- Sexting - the action or practice of sending sexually explicit photographs or messages via mobile phone

# Appendices

## **Bullying**

MCAA has a **zero tolerance** stance on bullying. Our community was built on being a safe space for all no matter race, sexuality, religion, political beliefs, or abilities. MCAA is tasked with creating safe and inclusive spaces for all folks and in breaking down those barriers, students will be held accountable for their actions.

Bullying includes in person bullying and cyber bullying to students and staff members. Parents are strongly encouraged to have conversations about inclusion means and inclusive language with their student(s).

Students are encouraged to report any form of bullying to the school counselor, teacher or other staff members. Our staff is trained to handle situations of conflict amongst students, and will follow the right avenues to make sure it doesn't continue.

Students who are caught bullying will go through our restorative programs to help them understand and rectify the situation. If a student continues to break our community standards parent conferences, community service, or the AVL program will be brought into effect.

### **The Jamari Terrell Williams Student Bullying Prevention Policy**

It is the policy of the Board that no student shall engage in or be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

The term "bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- place a student in reasonable fear of harm to his or her person or damage to his or her property;
- have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
- have the effect of substantially disrupting or interfering with the orderly operation of the school;
- have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function;

- have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Bullying, intimidation, violence or threats of violence are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race
- The student's sex
- The student's sexual orientation
- The student's religion
- The student's national origin
- The student's disability

### **Description of Behavior Expected of Students**

1. Students are expected to treat other students with courtesy, respect, and dignity and comply with the MCAA Code of Conduct.
2. Students are expected and required to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation;
3. Students are expected and required to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and
4. Students are expected and required to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

### **Annalynn Law**

Annalyn's Law (March 2018) is named after child victim, Annalyn Cook, who was sexually abused by a juvenile offender in Alabama.

The law states that juvenile sex offenders must submit an application to all school property and school functions and must meet with school personnel to create and implement an individualized safety plan.

Schools are required to share information and monitor the student(s) through school enrollment and school personnel changes. Officials will offer training to school personnel on how to take appropriate action when an increase or escalation of certain triggering behavior is noticed.

Members of the advisory committee developing the policy include the state's Law Enforcement Agency, the Alabama Department of Education, Department of Human Resources, the Governor's Office, the Alabama Coalition Against Rape, the Attorney General's Office, and the Southern Poverty Law Center.

## **McKinney- Vento Law**

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students who experience homelessness are still entitled to the following:

- Right to immediate school enrollment even when records not present
- Right to remain in the school of origin, if in the student's best interest
- Right to receive transportation to and from the school of origin
- Right to receive support for academic success

The U.S. Department of Education (ED) allocates McKinney-Vento funding annually to states based on the state's proportion of the Title I, Part A federal allocation. States must subgrant funds competitively to school districts within the state to be used for program implementation at the district level.

## **Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

## **Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21)**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

## **Drug Dealing (Act 94-783) (Ala. Code § 6-5-72)**

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

**Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72)**

No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

**Possession of Firearms—Expulsion Recommendation (Al Code 16-1-24)**

All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

**Vandalism (Act 94-819) (Ala. Code §16-5-380)**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

**Pistol Possession/Driver’s License (Act 94-820) (Ala. Code §16-28-40)**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and

applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

**Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in Ala. Code 16- 28-40(1975) & Ala. Code §16-8-40)**

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

**Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205)**

**Theft of lost property – Definition**

A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

**Theft of lost property in the first degree Section 13A-8-7**

- (a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.
- (b) Theft of lost property in the first degree is a Class B felony

**Theft of lost property in the second degree Section 13A-8-8**

- (a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.
- (b) Theft of lost property in the second degree is a Class C felony.

**Theft of lost property in the third degree Section 13A-8-9**

- (a) The theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree.
- (b) Theft of lost property in the third degree is a Class A misdemeanor.

**Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-3(f))**

According to Alabama laws, all ... nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.