

# ACCELERATED LEARNING CENTER

**“A” Alternative School Grade by the Arizona  
Department of Education**



**Parent and Student Handbook**

**2023 - 2024**

**4105 East Shea Blvd.**

**Phoenix, Arizona 85028**

**602-485-0309**

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# INTRODUCTION



# ACCELERATED LEARNING CENTER



Accelerated Learning Center (ALC) is a FREE Arizona Charter High School. It is an alternative high school designed for “at risk” high school students. “At risk” students are defined as those students who are likely to leave school because they have fallen behind in credits or have been excluded from the traditional setting due to absenteeism, low grades, infringement of school discipline policy, and/or personal situations. ALC provides a positive atmosphere for these students who have experienced a history of school failure or have experienced unusual hardships and need an alternative learning setting.

The necessary courses for high school diplomas are provided by ALC. Programs of study are individually prepared for each student to provide them the opportunity to graduate with their cohort year. Accelerated Learning Center graduates typically go on to higher educational settings, vocational schools, jobs, or the military.

## HISTORY

Accelerated Learning Center was established by Drs. Sharon and Frank Canady in 1997. It was their goal to create an educational setting for “at risk” high school students who needed another chance at earning a high school diploma. Their experience teaching regular and special needs students, working in administration, counseling, and teaching at the college level provided them with unique skills necessary to develop individualized programs for unsuccessful or unmotivated students.

Opened July 1997

Average enrollment 210 students

Accredited by North Central Association - CASI/AdvancED

Graduated over 2,000 students

Received “A” alternative grade by state of Arizona

# ALC'S MISSION STATEMENT

## MISSION



The mission of Accelerated Learning Center is to provide a school setting for students who require an alternative to the traditional high school setting because of academic, behavioral and/or personal situations in order to succeed.

## VISION



Accelerated Learning Center's vision is that the students earn academic credits used to fulfill the Arizona State Board of Education graduation requirements and become lifelong learners

## GOALS



. In order to accomplish our mission and vision, the teachers and administrators at Accelerated Learning Center have identified three specific goals:

Goal 1: Accept at risk-students who need an alternative, individualized academic program to succeed.

Goal 2: Provide effective, research-based instruction and motivation to help students Learn and master Arizona K-12 Standards.

Goal 3: Continually monitor and modify student's Course of study action plan for graduation.

# FACULTY AND STAFF

Mr. James Meehan	Charter Holder
Mr. Christopher Meehan	Charter Holder
Mrs. Kelley Curran	Administrator
Mr. Michael Kabler	Principal
Mrs. Corrine Markham	Director

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Miss Keri Nelson	Administrative Assistant/Registrar
Miss Julia Todd	Science Teacher
Mrs. Michele Fantin	Special Education Director
Mrs. Bernice Harris	Math Teacher
Mr. Jason Swingler	Social Studies Teacher / PE
Mrs. Darlene Nitzschke	English Teacher
Mr. Robert Cady	Art Teacher / Marketing
Mrs. Mary Wright	Electives Teacher

All Accelerated Learning Center Teachers are  
Highly Qualified and Arizona Certified

# GENERAL INFORMATION





## OFFICE HOURS

Monday – Friday

8:00 AM – 4:30 PM

- All visitors must sign in at the school office according to Arizona Law.
- Adult visitors to Accelerated Learning Center are welcome during business hours.

## SCHOOL HOURS

AM Session

8 AM – 12 PM

PM Session

12:30 PM– 4:30 PM

- No one is allowed to come on campus to talk with a student except his/her parents or guardians, probation officers or others as allowed by law.
- In order to preserve the learning environment, students are not to bring friends or relatives including children to school.

## ATTENDANCE POLICY

Absenteeism is a problem in any school as attendance is critical to success. The right and privilege of attending public school carries with it certain responsibilities on the part of the parents and students. High school attendance is ultimately the responsibility of the students and his/her family. It is important that the parents and students recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. According to AZ law, a student will be dropped if he/she is absent 10 consecutive unexcused days.

## UNIFORMS

Students are expected to wear an ALC uniform shirt to class. Upon registration, each student receives a free t-shirt. Additional shirts can be ordered from the office.

## WITHDRAWAL

If it becomes necessary for a student to move away or change schools, parents must notify the ALC administration to formally withdraw. The administrator will issue a withdrawal slip for clearance from all classes. Student transcripts will be based on the withdrawal information.

## GRADUATION

Students who have completed the requirements for graduation may attend the Accelerated Learning Center Graduation Ceremony. Graduation is held in a May ceremony. Attendance to the ALC Graduation Ceremony is by invitation only. A reception is held after the ceremony for the graduates and their family and friends.

ALC has a reputation of having a well-planned and dignified Graduation Ceremony. Graduating seniors have demonstrated pride in showing that they are responsible young adults who recognize the importance of this occasion. Since participation in the ceremony is not required, it is expected that all students attending the ceremony will conduct themselves in a reasonable and mature manner.

# ACADEMIC PROGRAM



## ACADEMIC PROGRAM

The necessary courses for high school diplomas are provided by ALC. Numerous electives are also available for educational and motivational purposes. ALC is North Central/ AdvancED Accredited.

ALC prides itself in small class size. Classes average 20 students or less per class. This allows teachers to give individual instruction to all students.

## ANNUAL ACTION PLANS

Accelerated Learning Center administrators and teachers design an annual action plan for each student to ensure success. Transcripts, prior academic success, AIMS test results, student interests, and student learning styles are all considered when developing students' academic action plans. Each trimester this course timeline is evaluated and modified to ensure success.

## ACADEMIC COUNSELING

The ALC administrators are also certified school counselors. During the year, students will be seen routinely to review their educational progress. Academic teacher meetings are also held routinely to discuss student progress. ALC administrators/counselors are very visible and available at all times to the students. It is the goal of ALC to monitor and personalize each student's educational program to ensure success.

## STAFF DEVELOPMENT

Administrators and teachers meet every 4-6 weeks. The agenda for all monthly staff development meetings includes:

- Discussion of individual students
- Staff development topics
- Suggestions for school Improvement
- General faculty information

Teachers and administrators discuss student progress and curriculum concerns. A plan of action is documented for each concern and appropriate action is taken. Change in students' action plans, counseling, parent contacts, curriculum modifications, and instructional adjustments are typical action plan steps.

These meetings are also a forum for maintaining and improving the teachers' instructional skills and the general educational program through staff development. Topics depend on the needs of the students and teachers.

Suggestions are made for school improvement. If changes are urgent or can be easily incorporated into the present program, which most are, discussions are held and changes are made if appropriate. All other changes for school improvement are listed on the agenda for consideration for the next school year after appropriate research is provided and discussions are held.

General faculty discussions are also held at this time.

## **SCHOOL IMPROVEMENT PROCESS**

At the beginning of each academic year, teachers revise the curriculum to align with Arizona Standards. Passing grades are also developed.

At the end of each academic year, the teachers meet to discuss the school year. Goals for school improvement are discussed. These goals can be developed from:

- Surveys, tests scores, academic records, etc.
- Suggestions made throughout the year
- New research on educational practices

At the beginning of each year, these goals are discussed again with plans finalized for implementation. Additional suggestions and ideas can also be discussed.

## GRADUATION REQUIREMENTS

English	4 credits
Algebra I	1 credit
Algebra II	1 credit
Geometry	1 credit
Additional Math credit	1 credit
Science	3 credits
World History	1 credit
American/Arizona History	1 credit
Government/AZ Government	½ credit
Economics	½ credit
Fine or Vocational Arts	1 credit
Electives	7 credits

\*Students are required to take all state required tests including Civics.

ALC also requires the following courses:

- Personal Finance
- Physical Education
- Art
- Vocational and/or Career

## COURSE OFFERINGS

<p style="text-align: center;"><b>SOCIAL STUDIES</b></p> <p>World History 1, 2            American History 1, 2            Economics            Government</p>	<p style="text-align: center;"><b>MATH</b></p> <p>Basic Math 1, 2            Pre Algebra 1, 2            Integrated Math1, 2            Algebra I 1, 2            Geometry 1, 2            Algebra II 1, 2            Personal Finance 1, 2</p>	<p style="text-align: center;"><b>SCIENCE</b></p> <p>Earth Science 1, 2            Biology 1, 2            Chemistry 1, 2            Physics 1, 2            Human Anatomy            Marine Biology</p>
<p style="text-align: center;"><b>FINE ART</b></p> <p>Art 1, 2, 3</p>	<p style="text-align: center;"><b>PE</b></p> <p>PE 1, 2, 3</p>	<p style="text-align: center;"><b>HEALTH</b></p> <p>Health</p>
<p style="text-align: center;"><b>ENGLISH</b></p> <p>ELA 9-12            Practical Writing            Literature Appreciation</p>	<p style="text-align: center;"><b>ELECTIVES</b></p> <p>Career Exploration            Film            Psychology            Life Choices            Street Law            Creative Writing            Astronomy            Geography            Physics            Child Development            Basics of Art</p>	<p style="text-align: center;"><b>INDEPENDENT STUDY</b></p> <p>Diversified Work            Personal Growth            Independent Study            (volunteerism, dance,            art, personal training,            sports, etc.)</p>

## GRADE SCALE

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- 59 and below = F

## **INSTRUCTIONAL STRATEGIES**

The Accelerated Learning Center is always monitoring and adjusting its education program and instructional strategies based on the needs of the ALC students. Small group instruction, direct instruction, computer lessons, one-on-one tutoring, and “hands on” activities are just a few of the methods used to ensure student success.

Courses, textbooks and materials are evaluated on a regular basis. State test scores are analyzed to determine effectiveness of our programs. Student achievement in the form of course completion and graduation statistics are also used for monitoring and adjusting the ALC program.

## **TESTING**

Accelerated Learning Center uses many methods for evaluating student progress. Rubric benchmarks, class assignments, effort, participation, and “hands-on” projects are all used. Testing is another important tool for evaluating student progress. To ensure the effectiveness of our programs, midterm and final exams are reviewed and rewritten each year. State testing is also used as an assessment tool.

## **STUDENT LOAD REQUIREMENTS**

Students are required to take a minimum of four courses per trimester. Students must also be on campus for a minimum of four hours per day.

## **PARENT TEACHER CONFERENCES**

Parent Conferences are held 2 times per year. Open times are sent home before conferences. Parents sign in at the office, pick up their student’s schedule, and then meet with individual teachers.



## PROGRESS REPORTS

Progress reports are sent home each trimester. At the end of the year a transcript is sent to each parent.

## STUDENT RECORDS

Access to educational records is governed by the Family Education Rights and Privacy Act (FERPA), also known as the Buckley Amendment. Parents and students over the age of 18 are permitted to inspect/review educational records; to request that records be amended if inaccurate, misleading or in violation of privacy rights; to consent to disclosure of personally identifiable information such as school directory; and to file a complaint with the U.S. Department of Education.

## TRANSCRIPTS

Student transcripts are available at all times. Parents are sent a copy of their student's transcript at the end of the year.

## SPECIAL EDUCATION

The Individuals with Disabilities Education Act (IDEA) requires that children with disabilities receive a free and appropriate public education. Placement in a special education program is made through a process of identification and evaluation. Parents should notify the school if they feel that their child might qualify for special services or is simply in need of additional assistance.

## CHILD FIND

Mandated by IDEA and the Arizona Department of Education, Child Find insures that each year all students with disabilities be screened, identified, and provided with services to meet their needs. The screening components include the following: academic, visual, hearing, communication, behavioral/emotional, and motor areas.

## **EARLY INTERVENTION FOR CHILDREN NOTICE**

If your child, or any child you are aware of, is under 36 months of age, and you have a concern about his or her development, vision, hearing, behavior, or medical condition call 480-820-3605 for referrals. For additional information, call 602-237-3384.

### **504**

Section 504 of the Rehabilitation Act prohibits discrimination against handicapped persons, including students. Some students who are not eligible for IDEA services are deemed handicapped under Section 504 regulations. Under 504, a handicapped student has or has had a physical or mental impairment which substantially limits a major life activity, or is regarded as handicapped by others. At ALC, we collaborate on a written plan to provide an appropriate education for the identified students.

## **COUNSELING**

### **ACADEMIC COUNSELING/MENTORING**

During the year students will be seen routinely to review their educational progress. Academic teacher meetings are also held routinely to discuss student progress. ALC administrators are very visible and available at all times to students. It is the goal of ALC to monitor and personalize each student's educational program to ensure success. The goal of this service is also to nurture within each student more effective coping, organizational and study skills, as well as a fuller understanding of self to be academically successful.

### **VOCATIONAL COUNSELING/MENTORING**

The office maintains a library of education and vocational information which is readily available to all ALC students. Higher education opportunities, testing applications, military brochures, and job opportunities are also available. Vocational interest surveys are available throughout the year.

ALC has a very effective Work-Study Program that is handled by the administrators.

## **PERSONAL COUNSELING**

ALC does not provide individual counseling. The school administrators have information concerning programs and support groups within the community. In matters of student confidentiality, the school administrator must adhere to a strict guideline regarding a student's personal information.

## **PSYCHOLOGICAL AND EDUCATIONAL ASSESSMENTS**

Psychological and educational assessments are done on an individual basis usually because of special needs referrals.

## **HEARING AND VISION TESTING**

Yearly vision and hearing tests are provided for 9<sup>th</sup> graders and special education students.

# DISCIPLINE POLICY



## EXPECTATIONS

As a student at Accelerated Learning Center, students are expected to be aware of and accept their individual responsibilities. Students must respect the teachers, students and property at ALC. Students deserve the best instruction that ALC can provide and this requires cooperation and participation during class.

Individual rights will be honored and protected in all instances. Individual rights, however, must be balanced against the rights of others. The rights of one individual shall not take precedence over those of another. That is why our society has laws and why a school has rules.

## STUDENT EXPECTATIONS

By choosing to enroll in Accelerated Learning Center, students agree to comply with all rules and policies. Participation in any of the **ZERO TOLERANCE BEHAVIORS** will result in suspension or expulsion from Accelerated Learning Center: (The city of Phoenix police will be called to report illegal behaviors of students.) These behaviors include the following:

### WEAPONS

Possession of a weapon or the use of any object as a weapon while in school or in a school related activity.

### DRUGS / ALCOHOL

Possession, use of, sale or distribution of drugs, drug paraphernalia or alcohol while in school or in a school related activity. This includes coming to school under the influence of any chemical substance. Students may be searched for drugs at the discretion of the administration.

## **PHYSICAL ABUSE / HARASSMENT**

Physical abuse, threatening, intimidating, or harassing any ALC student or staff member, including swearing in a threatening manner.

## **BULLYING**

Bullying will not be tolerated including discriminatory harassment or bullying of students on the basis of sex, race/ color/national origin, and disability.

## **VANDALISM / THEFT**

Vandalism, destruction, theft, or defacing school property or the property of others.

## **GANG ACTIVITY**

Participation in or promotion of any gang type activity while in school or in a school related activity. Clothing, bandanas, hand signs, tagging, and other behaviors attributed to gangs or groups associated with violence are not permitted.

## **LEAVING CAMPUS**

Leaving campus during the school day without specific permission from an administrator is prohibited. A violation of this rule will result in an immediate suspension.

# SCHOOL EXPECTATIONS

Violation of these expectations may result in suspension or expulsion based on the degree of infringement.

## TEACHER RESPECT

Students who refuse to follow a reasonable request by a teacher will be suspended for a time to be determined by Mrs. Curran, Mr. Kabler, or Mrs. Markham, i.e. not moving to a different seat or surrendering a cell phone. A meeting with the parents and Mrs. Curran, Mr. Kabler, or Mrs. Markham may be required before the student can return to school. Students who continuously refuse to follow reasonable requests by teachers will be dropped from ALC.

## INTERNET USE

No internet user shall use the internet to perform any act that may be construed as illegal or unethical. No student may use the internet for personal use.

## HONESTY

All ALC students are expected to be honest. Cheating, forgery and plagiarism are not tolerated.

## PERSONAL PROPERTY

Students must not use or abuse a teacher's or student's computer, calculator, classroom folder, or other personal property. This includes ALC property.

## ATTENDANCE

Any student who misses ten (10) unexcused days in a row will be dropped from ALC as per ARS 15-901 and Section A2. Other attendance and grading issues will be addressed on additional forms.

## SMOKING

It is illegal to smoke on campus. Any student who is seen smoking or seen with any smoking devices on school campus as reported by any staff member will be suspended from school for a time to be determined Mrs. Curran, Mr. Kabler, or Mrs. Markham.

## TARDINESS

Any student who arrives after 8:00 A.M. or 12:30 P.M. is late and is required to stay for detention. If a student is more than ten (10) minutes late, the student will not be admitted to classes.

## LEAVING EARLY

Students who leave school early, for any reason, will be counted absent on that day. Please make all appointments outside of school hours.

## ALC UNIFORMS

All students must wear ALC T-shirts. These shirts may not be tied or altered in any way. Under shirts are not allowed to hang below ALC shirts. Other accessories that are too short, allow undergarments to show or advocate drugs, alcohol, tobacco, sex and/or violence are not allowed. Hats and sunglasses may not be worn inside the classrooms or offices. Pajamas are not appropriate for school and are not allowed.



## **COTHING RULES**

Pants that sag and may expose a student's boxers or underwear when standing, sitting or bending are not allowed. Students breaking this rule will be suspended until a meeting is held with his/her parents. Students who continuously break this rule will be dropped from ALC. Boys must wear a belt and basketball/gym shorts are not allowed.

## **CELL PHONES**

Cell phones are not allowed to be used during scheduled class hours. Cell phones that go off or are used during class hours will be taken away until the end of the day. Refusing to give up a cell phone is refusing to follow a reasonable request. Parents should NOT call or text students on their cell phones during school hours.

## **SPEED LIMIT**

A speed limit of 5 MPH must be observed in the parking lot and neighborhood access streets.

## **MEDICATIONS**

Accelerated Learning Center does not provide any medication. ALC can give prescribed medication or over-the-counter medication if the medication is in a prescription container or an original unopened over the counter container. A parental note stating the time the medication is to be given and the amount of medicine to be given must accompany the medication. Oral permission is not acceptable.

Students must turn in all medications to the office. They are not to keep any medications with them during classes.

## OFF CAMPUS DISCIPLINE

School rules are listed with consequences in the Parent/Student Handbook. According to state law, ALC has the authority to discipline students who display disorderly conduct on their way to and from school. Students that engage in inappropriate or illegal activity off campus may also be disciplined by ALC. Trespassing, acts of violence or other inappropriate activities on campus outside of school hours are subject to discipline.

## DUE PROCESS

### SUSPENSION

The school principal has the authority to impose suspension. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student shall then be provided with the opportunity to explain his/her version of the facts. There is no right to appeal a suspension.

### LONG TERM SUSPENSION

The superintendent, as the Hearing Officer of the Board, has the authority to impose long term suspension. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student shall then be provided with the opportunity to explain his/her version of the facts.

A written record of the decision shall be kept in the student's file. A written "Notice of Intent to Impose a Long-Term Suspension" shall be mailed and/or delivered to the parents or guardians. A formal hearing may be requested within five (5) days. If a hearing is requested, it shall be scheduled within five (5) working days after the request was received. If counsel will be present, a two (2) day notice must be provided to the school. A written decision by the superintendent will be made within five (5) days after the hearing. There is no right to appeal a long-term suspension.

## EXPULSION

The Governing Board is authorized to expel a student. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student shall then be provided with the opportunity to explain his/her version of the facts.

A written "Notice of Intent to Expel" shall be mailed and/or delivered to the parents or guardians. A formal hearing may be requested within five (5) days. If a hearing is requested, it shall be scheduled within five (5) working days after the request was received. If counsel will be present, a five (5) day notice must be provided to the school. The superintendent, acting as the Hearing Officer, shall make an advisory recommendation. The Governing Board shall consider the Hearing Officer's recommendation and make a decision.

# EMERGENCY PROCEDURES

## EMERGENCY DRILLS

Arizona State Law requires emergency drills.

### FIRE DRILLS

When notified of a fire evacuation, students are to silently exit the building according to directives posted in the classrooms. Once outside, students may not block streets, fire lanes or fire hydrants. Teachers will use their roll books to take attendance. Students will remain outside until administration notifies teachers that they may return to class.

## **BOMB THREATS**

Notification will be given verbally to individual teachers. When notification is received, everyone should follow the evacuation plan posted in the classroom. Teachers will use their roll books to take attendance. Students will remain outside until administration notifies teachers that they may return to class.

## **CIVIL DEFENSE DRILLS**

Notification will be given to individual teachers. Students will be instructed to drop, cover and hold. Students will remain in this position until administration notifies teachers of “all clear.”

## **LOCKDOWNS**

Teachers will be notified by messenger to lock all doors and close all windows and pull shades. Students will be instructed to sit next to the wall on the opposite side of all windows. Precautions will continue until administration notifies teachers. Cell phones will be used by teachers and administrators as appropriate.

## **FALSE ALARMS**

Anyone found guilty of turning in a false alarm or bomb report will be reported to the police. Disciplinary action will be taken.