



Flight Manual for Champions/Families

“The Sky Is No Longer the Limit.”

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Welcome

Dear Champion of Excellence,

Welcome to The Alabama Aerospace and Aviation High School!

We count it an honor that you are prepared and destined for excellence. We function as a three strand cord; Families, Champions (Students), and School Community (Teachers, Staff, and Stakeholders). It is our fundamental belief that a three strand cord is not "easily broken." As we embark on this journey, we value your presence, and we require the very best from our champions, families, and school community. As we will ensure that excellence is at the helm of your unique learning experience.

We are a one of a kind place based Aerospace/Aviation high school built to incorporate the multifaceted complexities of our champions and ever evolving global society. We champion excellence in every aspect of our future Aerospace/Aviation Professionals. We are excited to partner with the greatness that is already within each champion.

To our families we honor your desire to continue the hard work that you have maintained thus far to ensure infinite success for your champion. As we prepare to take flight in this inaugural year, we ask that you continue to dig deep in the content, values and culture of excellence that we have worked to create.

To our champions, excellence is the key to [Scholarship, Optimism, Accountability and Respect](#) through your academics, various experiences, and every challenge that is presented before you. Our school community is built with your infinite success in mind. We are invested in you. Seize this opportunity to develop yourself, your skills, gifts, craft and character. Embody the excellence that is already inside. The whole world is counting on you to [S.O.A.R.](#) beyond the barriers, status quo and create a lane for your success and the success of others. For many of you, you will be the first of your family to experience this elevation. Make your mark! Remember you were born to [S.O.A.R.!!!](#)

We ask that you buckle your seatbelt and join us in the journey toward excellence and infinite success!

[S.O.A.R.ing in Excellence](#),

Ruben Morris
CEO/Founder

The Alabama Aerospace & Aviation High School Difference

Our Mission

The Alabama Aerospace and Aviation High School's mission is to create a diverse leadership pipeline of students prepared to succeed in the aerospace and aviation industry.

Our Vision

Through our innovative STEM focused model we will create clearly defined pathways into aviation and aerospace careers for all students therefore creating a diverse pipeline of future industry leaders.

Our Rationale: Why Aerospace & Aviation?

We are answering the clarion call for a radical paradigm shift in how the world of education intersects with the broader global society. We know that change is long overdue, and we have committed to S.O.A.R. in excellence, inclusivity, and the development of divergent thinking about our future society. We embody all things Aerospace and Aviation from our school logo, school design and our school language.

The Aviation Industry has recognized that every year the aging population has been unable to fulfill the growing need for skilled Aviation professionals. As stated in the State of the Workforce Report XIV by the Alabama Department of Labor:

“Improving education is vital because a highly educated and productive workforce is a critical economic development asset. The educational and training requirements of high demand, fast-growing, and high-earning occupations show the significance of education in developing the workforce of the future.”

- Alabama Department of Labor

As passionate leaders in education we know it is incumbent upon us to place our ideas into action. Our slogan “Soaring in excellence toward infinite success” is a declaration of victory over challenges. As such we refer to our students as champions, because we believe that the Aviation industry will need strong champions to innovatively lead the future of the industry.

Through meticulous research, planning, reflection, and a fervent passion for excellence in education for all we have created a collective space that is rooted in the belief that we can S.O.A.R. to impossible heights with the proper resources and preparation.

Most importantly we are dedicated to establishing a whole-champion (child/student) learning environment. We honor the nuances of our champions and believe that they are the future industry leaders in the global Aerospace and Aviation industry. We are united, as we ensure that all champions S.O.A.R. in excellence toward infinite success.

Our Creed

I am preloaded with the [Scholarship, Optimism, Accountability, and Respect](#) to change myself, my industry and the world.

I am powerFUL, not Powerless in the face of adversity.

I will further my excellence by receiving the best education today and in the days ahead.

Each day I choose to take flight toward my personal excellence. I am here to elevate, and transcend beyond the present obstacles and S.O.A.R..

I command the best of everything that is available. I am the pilot of my life and my actions.

When I make mistakes, I will not be afraid but I have the integrity to make adjustments and understand the consequences.

I understand the pathway I am on is an opportunity to transform, elevate and lead the aerospace and aviation industry.

Therefore I will not be distracted or dissuaded by what I see, what has been done by me or to me.

I am fully invested in my future because of my ability to [S.O.A.R.](#).

I WILL NOT settle or remain grounded although a fleeting moment may scream louder, but infinite possibilities outweigh the allure of temporary mediocrity.

I am intentionally directing acceleration toward my BRIGHT & AUDACIOUS FUTURE!!!

I will continue "S.O.A.R.ing in Excellence toward Infinite success.

Our Core Values: S.O.A.R.

SCHOLARSHIP

Our school community models academic Scholarship at the core of our educational experience. We believe that Scholarship is the ability to attain excellence in mastery, in order to innovate further the development of ourselves and others. We are the future industry leaders and innovators. We partner with our teachers, industry stakeholders, and leaders to embody the current academic/industry standards. True Scholarship includes dedicated time, energy and excellence for sustained periods of time.

OPTIMISM

Our school community operates in the spirit of optimism, we are creative critical thinkers with a growth mindset that will develop our character, Scholarship, and world. We are solution-based. As such, there is not a problem that we can not tackle alongside our "flight crew" as we embark on each day we set the space with positive affirmations of excellence, respect, and humility. It is through optimism that we as champions are destined to lead the aviation and aerospace industry.

Champions say and believe:

"I am showing up today as excellence in every form.

I embody **Scholarship** for myself and others.

I am **Optimistic** about the future, and not easily deterred by what I feel or see.

I am **Accountable** for my own elevation and the elevation of others.

MY flight plan was created for MY success.

Therefore, everyday I will **Respect** MY ability to become the pilot of my infinite success."

ACCOUNTABILITY

Our school community understands that accountability is the key to success. We expect all adults and champions in our community to meet these expectations so that our champions can learn in a safe and orderly environment. Our teachers and staff continuously reinforce these expectations in order to empower our champions to do what's best for their education and for our community. Accountability supports growth as it builds the internal discipline necessary to do the hard work that it takes to complete our rigorous flight plans toward success through each pathway. Accountability requires the discipline to stay focused, follow the rules and instructions, study and read every night, and establish and adhere to routines that will lead to excellence. We are accountable for our own behavior and will follow directions consistently.

RESPECT

Our school community is built on respect. Teachers respect our champions by expecting them to achieve EXCELLENCE and by treating them with dignity, inclusivity, and respect. Champions are expected to respect all teachers and staff. Champions are required to respond using "Mr. or Mrs" when addressing adults in the building; adults should not be addressed by their first name. We believe RESPECT is a mark of sustainable character because we understand the importance of "education + character" and the need to preserve precious learning time. Champions respect each other because we are a flight crew and we can not S.O.A.R. without cooperation and collaboration toward our individual and collective goals. Each member of our community treats every other member with respect in everything we do and say, creating a productive and supportive school environment that brings out the best in all of us.

Our Commitment to AAHS Champions/Families

Teachers, Administrators, and Staff:

We fully commit to AAHS in the following ways:

- We will arrive at AAHS each day at the time determined by our school leader and stay until the end of the workday, ensuring before we leave that our classrooms and lessons are prepared for our Champions' success on the following day.
- We will work harder and longer than others because we will do whatever it takes for our champions to learn.
- We will dress professionally at all times in order to convey a spirit of excellence on purpose and to create a learning environment characterized by respect for our craft.
- We will make ourselves available to champions and parents/families by email (but always and only through an AAHS e-mail address), and in person, and we will respond respectfully to any concerns they have.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will prepare engaging and rigorous lessons with meaningful homework assignments and frequent assessments of each child's individual flight plans.
- We will use data from assessments and assignments to make sure every champion succeeds.
- We will fulfill all of our school-wide obligations — including upholding hallway expectations and performing necessary coverage duties — in order to foster a cohesive, unified team dynamic.
- We will provide individual and small group tutoring to ensure our champions succeed.
- We are committed to doing interpersonal work to develop the best experience for our future generations.
- We commit to model **S.O.A.R.** in every interaction with each other, champions, families, stakeholders, and our community.

Failure to adhere to these commitments can lead to our removal from the AAHS Team.

AAHS Expectations of Champions/Families

Our expectations are set forth to ensure that we are unified in excellence and clarity as we S.O.A.R. toward infinite success.

CHAMPIONS (STUDENTS)

I fully commit to Alabama Aerospace and Aviation High School:

- I will arrive at school each day on time and ready to learn.
- I will remain at school until dismissal.
- I will complete my homework every evening.
- I will attend required tutoring sessions, muster time, and extra support after school as assigned and on Saturdays when necessary.
- I will attend Summer Flight Academy if it is necessary for promotion or success.
- I will share my academic and behavioral progress with my family whenever I am asked.
- I will study the AAHS Handbook and abide by the rules contained within.
- I will ask appropriately for clarification if I am confused about why something is important. I will remember that my teachers and my school want what is best for me, even when I do not always understand how.
- I will use **Scholarship** to complete my homework, prepare for tests and quizzes, arrive at school on time, learn about my industry, represent academic/creative excellence while interacting with industry partners and wear the proper uniform.
- I will show **OPTIMISM** in all that I do — coming to school, respecting the rules/structure of my flight plan, learning in class, participating in after-school activities, attending a field trip or lecture, or presenting in front of the school.

- I will show **ACCOUNTABILITY** by admitting when I have made a mistake and by not blaming other people for my actions.
- I will act with **RESPECT** towards my peers, my teachers, all adults in the community, and all school property. I will show respect in my actions, thoughts and presentation of myself and others.

FAMILIES (PARENTS/GUARDIANS)

We fully commit to Alabama Aerospace and Aviation High School in the following ways:

- Our family will ensure our child arrives at school on time or before the start of the scheduled school day Monday through Friday.
- We will make arrangements so that our child can remain at AAHS until he or she is dismissed.
- We will make arrangements so that our child can attend any and all required after school activities and provide documentation when necessary family affairs conflict with school events.
- We will ensure our child attends Summer Flight Academy if deemed necessary by the school.
- We will always help our child to learn in the best way we know how.
- We will review all communication from the school and our child's teachers, check and assist with homework and review planners nightly, encourage our champion to communicate with their teachers for help when necessary, and make sure that our champion reads every night.
- We will call our child's teachers when we have a concern about our child's academic

or behavioral performance or progress.

- We will support the school's initiatives by volunteering, advocating and championing the school mission in the larger community.
- We will provide the school with our most up-to-date contact information.
- We will allow our child to participate in extracurricular events/field experiences if he or she has earned them.
- We will ensure our child understands and follows the school's attendance, tardiness, and uniform policies.
- We will support AAHS in enforcing the school rules so as to protect the safety, interest, and quality of every champion's experience.

AAHS Operational Expectations

Daily Arrivals and Departures

An on-time arrival is crucial to laying the foundation for overall success. Being on time also communicates important values. As leaders it is important that we are able to grasp the understanding of our role in being timely. We are providing a unique educational experience that must be completed with fidelity and accuracy. We expect all of our champions to be punctual and believe that participating in the entire school day shows **Scholarship, Optimism, Accountability, and Respect**.

Champions are always expected to arrive on time for school/school events. **Excessive tardiness will not be tolerated.**

A champion will receive an appropriate consequence each time he or she is tardy. Repeated infractions will result in further consequences.

After dismissal from AAHS, champions are required to go directly home. Within 15 minutes following dismissal, no AAHS champions may be outside of the school building. Champions who do not follow staff directions to enter the school building urgently, or are found waiting outside instead of entering the building, and who violate AAHS's Code of Conduct while on the surrounding streets or community areas surrounding AAHS will receive the appropriate consequences from school leadership.

WEEKDAY	ARRIVAL	DISMISSAL:
Monday Thursday	In the building by 8:00 a.m.	3:25 p.m.
Friday (E-Learning Days)	Assignments will be posted by 12:00am on each Friday Champions must sign up for office hours for 9:00 am session or 11:00 am session Teachers will host these via Zoom/Google Meet	School will be open for champions who are in the building until 1:00pm Details will be provided and a general survey will be pushed out to support this information.

Please note that Alabama Aerospace and Aviation High School teachers are not available after departure hours to supervise champions.

Please note that Champions arriving late will not have time to eat a full breakfast and may not be provided with a breakfast by the school.

Transportation

AAHS will help to ensure safe transportation as per state or city regulations. All requests or concerns regarding transportation must be submitted in writing. The school will provide busing for Champions to travel to/from school if required under an Individualized Education Program (IEP).

AAHS Champions are expected to live the S.O.A.R. values all of the time, including on their way to and from school while on the bus, or within the local community.

Attendance and Punctuality

Attendance is vital for the educational well-being of individual champions and the school community. Families are expected to ensure that their child attends school every day and are strongly discouraged from scheduling appointments for their children during school hours. **If your champion must be absent due to illness or an emergency, please contact the school with as much advance notice as possible, and no later than 8:00 a.m. on the day of the absence.** Arrangements should be made to pick up homework. In order for the absence to be verified, you must both afford the school as much advance notice as possible and also provide documentation following the absence explaining the nature of the illness or emergency (e.g. a doctor's note or a detailed letter including the date(s) and reason for the absence). Undocumented absences are never acceptable. Excessive undocumented absences (more than 9) in a year may lead to no credit and a zero percent average in each class for the semester and/or year, may require Champions to attend Summer Flight Academy in order to secure promotion to the next grade, and may possibly result in retention. Further, every three tardy arrivals to school equal one absence. A record of all absences and absence notes will be maintained by the school and considered for various academic purposes.

Excessive absences, even when documented and verified, will result in parents and guardians being asked to meet with our Mission Control Team (MCT) which includes; school leaders, teachers, school counselors, etc). Prior to introducing any outside support, our MCT will provide the necessary support to ensure champion success. AAHS may contact appropriate authorities if a champion is repeatedly absent from school and unable to make contact with families. AAHS also reserves the right to require Champions who have accumulated nine or more absences to make up all lost instructional time during Summer Flight Academy. Champions who are absent will not receive "Flight Dollars" in kickboard

Attendance – Consequences for Absences

While Champions with superlative attendance records receive recognition for their **Scholarship, Optimism, Accountability, and Respect** those who fail to meet expectations receive appropriate consequences.

Zero Absences in a Trimester: The champion and family are congratulated and recognized for exceptional attendance and commitment to education at our Aerospace & Aviation Gala.

Three Absences in a Semester: AAHS considers three absences in a single semester an issue. When this occurs, the school reserves the right to notify the champion's parent/guardian, and may require further steps such as requiring families to attend formal attendance meetings and creating attendance "Manifest plans."

Five Absences in a Year: When a champion accumulates six absences, the school reserves

the right to call the champion's parent/guardian to the school to meet with the social worker and/or school leader. At such a meeting, the team will discuss any barriers to attendance and develop an attendance "Manifest" plan.

NOTE: Under state regulations, the parent with control of the child must attend a school conference when a student has five unexcused absences in a school year. The parent must also participate in an "early warning" program with the juvenile court. If a parent doesn't cooperate, or the student racks up a total of seven unexcused absences, the school will file a complaint in court against the parent or the child. (Ala. Admin. Code r. 290-3-1-.02 (2019).)

Excessive Absences warrant the following;

- Investigation as to the reasons for the excessive absences
- Meeting with parent(s) and student to resolve the attendance problem
- Referral to the Early Warning Court of the student's school zone and follow all policies and laws concerning truancy
- Once truancy has been filed, all further actions reside with the Judge of Juvenile Court.

More than Ten Absences in a Year: If a champion is absent more than ten times in a year, the champion may be considered a truant. When this occurs, the champion is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the social worker and school leader. Any champion with more than ten absences will be required to recover any lost instructional time in excess of ten days during Summer Flight Academy. Additionally, the school leader reserves the right to retain any champion who misses more than ten days of school. In addition, a report may be filed with the Department of Human Resources due to excessive absence from school.

The Driver Improvement Unit of the Driver's License Division in the Department of Public Safety will be notified of students who have more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester and/or students who dropout of school under the age of nineteen (19). This notification is required by Alabama Code 16-28-40 (School Enrollment Law) and will result in suspending or denying the license or permit of the student.

Twenty Absences in a Year: If a champion is absent twenty times in a year, the champion may be considered a habitual truant. The school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs.

Attendance – Tardiness and Early Dismissals

Arriving at school on time and remaining for the full day is key to success — at school and in life. At AAHS, learning begins the moment champions walk in the door until dismissal. Champions who leave before the close of the school day miss essential instruction, disrupt the learning of other Champions, and risk falling behind on our ambitious curriculum.

Definition of Tardiness

Our doors open at 7:30 a.m. each morning. Champions must arrive between 7:30 a.m. and 8:00 a.m. Champions who have not entered the school building by 8:15 and champions who are not prepared and seated in the flight crew classroom immediately after breakfast are considered tardy. Students will be marked officially tardy beginning at **8:15 am**. In cases where a school bus arrives late, those champions riding the bus are not considered tardy.

Consequences for Tardiness

The following is an outline of consequences for tardiness and early dismissals:

No Tardies in a Semester – The champion and family are congratulated and recognized for being “on time” and for their commitment to education.

Three Tardies in a Semester – If a champion arrives late or is released before the close of the school day three times in a Semester, it is considered a serious issue. Should this occur, the school reserves the right to call the parent/guardian to discuss the problem and develop an “Arrival” plan.

Seven Tardies in a Year – Should excessive tardiness or early dismissals occur, the school reserves the right to call the parent/guardian to the school to meet with a social worker, the Registrar and/or school leader. At such a meeting, the team will discuss any barriers to on-time arrival and dismissal and develop an “Arrival” plan, or – if such a plan is already in place – modify or reinforce the plan as needed.

Excessive tardiness and early dismissal translate to lost instructional time. Due to the nature of our unique school design, this could jeopardize the continuous success of their individualized flight plan.

Educational Neglect

Habitual absence significantly harms a champion’s educational progress. AAHS is required to file a report with the appropriate authorities when a parent or guardian fails to ensure his or her champion is prompt and has regular attendance in school or keeps a champion out of school for impermissible reasons to the detriment of the champion’s education. AAHS reserves the right to notify the appropriate authorities about parents who exhibit a pattern of leaving their champion at school after dismissal.

School Closings

Alabama Aerospace & Aviation High School generally follows the same calendar for weather-related emergencies as the surrounding school districts. Families will receive an automated call from the school notifying them of any weather-related closings, even those that occur despite the district electing to remain open.

Food and Meals

AAHS participates in the National School Lunch Program, which provides free or reduced-price lunches to eligible champions. Applications and eligibility criteria are provided to all parents, and applications are required to be completed by all families every year.

A healthy breakfast and snack is available each day for AAHS champions. Champions must adhere to the school rules regarding appropriate time and place to eat any food items not provided by the school.

Lunch is available for champions on all full-length school days. Champions whose families meet the eligibility requirements and complete the requisite paperwork will receive free or reduced-price lunch.

Champions may bring their lunch from home in a closed lunch bag with a zipper and a clear label of the champion’s name. Each champion may bring an unfrozen transparent water bottle with him or her each day (please see school website for further description).

The following items will be immediately confiscated and not replaced if brought onto school grounds (remember we are sharing space with a church and want to honor the code of excellence that already exists in this space.)

1. Gum
2. Candy
3. Soda
4. Fast food
5. Coffee

****Parents are responsible for informing the school of any allergies that their champion may have prior to the school year.*

AAHS Champion Uniform

All AAHS champions must come to school every day, including required Saturdays, wearing the required uniform. Champions *must be in full uniform when they arrive at school, when they leave, and at all times in between (please refer to Section 1.6 of the Code of Conduct)*. A notice on the required uniform policy will be sent home with each champion violating this code of conduct. For details regarding the required uniform, please refer to the updated information provided on our school website.

Safe School Equipment and Facilities, Laboratories, and Policies

As a school community we are committed to ensuring the safety and well-being of our champions are the number one priority

As per the ALSDE our AAHS school community has adopted the following policies.

A written science safety plan. Our science safety plan is developed by a team which includes the principal, teachers, and all invested school and community stakeholders. After initial development, an annual review and assessment of the plan will be made to ensure its effectiveness. This plan includes safety data sheets for all chemicals that you have in our lab and is accessible to science teachers, administrators, emergency personnel, students, and parents. Students should also be taught where they are located and how to read them. A copy of the science safety plan should be placed in the science lab as well as the front office or other accessible location. Additionally we require our science teachers to complete a NSTA science safety course and all personnel assigned to a science lab, classroom or area where hazardous chemicals reside.

State Google Safety Plan Teachers and staff are made aware of the state safety goggle law found in the Code of Alabama, 1975, §16-1-7. This law requires local boards of education to provide American National Standard Institute (ANSI) Z87 or Z87.1 coded safety goggles to every student engaged in science experiments. The goggle law can be found on page 8 in the 2015 Alabama Course of Study: Science. According to NSTA, “School boards as the employer are responsible for purchasing and teachers are responsible for selecting eyewear (based on the employer's personal protective equipment (PPE) safety plan) that provides themselves, their students, other school employees, and visitors with the most suitable protection for the hazards and associated risks present in school science activities.” As such teachers should model safe practices and wear splash-proof goggles whenever conducting or observing hands-on activities. Students and visitors should also wear goggles to properly protect their eyes during science activities.

Champion Supplies

AAHS makes every effort to equip champions with the supplies they need for the start of the year. In order to successfully complete nightly homework, AAHS recommends that families provide the following supplies at home:

- pencil sharpener
- 15-20 pencils
- crayons, colored pencils, markers
- wide ruled lined paper/notebooks
- scissors
- erasers
- index cards

Champions/Families should purchase any in-school supplies for the beginning of the school year as outlined by teacher supply lists, and may be required to replace any supplies that become worn down or depleted throughout the year. Champions must also maintain their binders, folders and other organizational supplies with high standards of neatness and cleanliness. AAHS expects its champions to show respect for their belongings, whether they were purchased by their family or by the school.

Success is when opportunity meets preparation. Therefore champions must be prepared each day with the required supplies, including homework and handouts, appropriate writing utensils, and independent reading books. Failure to be prepared with materials will result in appropriate consequences.

AAHS Champion Code Of Conduct

Alabama Aerospace and Aviation High School is committed to ensuring our champions (students) are prepared for the rigor, diligence and the care that a career in Aerospace/Aviation entails. As such we model this by providing a warm, safe, and orderly school culture in which champions can model excellence through academic achievement, leadership, and experiential learning. AAHS takes the safety of our champions very seriously and requires that our champions are able to honor the severity of their roles as future Aviation/Aerospace professionals with fidelity and total compliance. As such our supreme goal is to ensure the well-being, safety, and professionalism of **ALL** students. Our **S.O.A.R. values** are set forth to engage Champions at the level that will prevent extreme disciplinary actions. We have taken meticulous care that each system in our school prevents furthering inequity in our learning environment.

Champions whose conduct does not meet AAHS community expectations as clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Therefore, every misbehavior will result in an appropriate consequence. This is the basis of our Champion Code of Conduct. Consequences may vary based on the specific age and grade level of the champion, the severity of the incident, and the frequency with which the incident takes place.

Note: Our school community reserves the right to partner with local law enforcement agencies upon detection of the presence of illegal drugs, weaponry, and substances. As such AAHS in partnership with local law enforcement authorities, reserves the right to conduct unannounced visits to anyone except the local superintendent and principal.

1. Disrupting the School Environment

1.1 Arriving late to school or class: Tardiness disrupts class, inconveniences others, and often results in academic difficulties. Champions are expected to arrive on time and may not be late to school or class.

1.2 Choosing NOT to attend required school, school functions or school support: Champions are required to attend all academic and enrichment classes, assigned consequences, and assigned support opportunities. champions are not permitted to leave the building without permission.

1.3 Misbehaving on the way to or from school: AAHS Champions are examples of our school and the Aviation industry. While in uniform, champions are ambassadors to the community and should embody the S.O.A.R. core values of Alabama Aerospace and Aviation High School. Disciplinary action may result from choices made outside of the school building and outside of school hours. Champions may not misbehave while traveling to or from school or while engaged in school-sponsored activities, such as field trips or after-school activities. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching

other champions, being disrespectful to others, and instigating, encouraging, recording, or promoting others to fight and/or engage in criminal or otherwise inappropriate behavior (sexually, physically aggressively, gang related, terroristic hate based). Champions who misbehave on the way to/or from school will have to be escorted by a parent or guardian, in addition to other consequences as defined by school leadership.

1.4 Access to the Building: Champions are not permitted to block access to any room or part of the school building. Champions may not leave the building through any exits except those officially marked. Additionally, champions are not to leave doorways and windows open for access to anyone outside the building. **All Champions, staff, faculty, and visitors must use the marked entry/exits ONLY.**

1.5 Leaving Campus Building without Permission: Upon arriving on our campus, Champions **do not** leave campus without documented permission.

1.6 Violating the Dress Code: Champions will not be permitted to attend class when not in proper uniform. Only designated clothing items are allowed to be worn in school and must be worn appropriately (according to the school's Dress Code). Parents may be required to pick up children who are not properly dressed for school, bring the missing Dress Code item to the school, or authorize the champion to return home to retrieve the necessary items.

1.7 Gum, Food, and Beverages: Champions may not chew or carry gum at any time at AAHS (unless as a recognized academic or behavior modification or support). Champions are allowed to eat or drink at unauthorized times and/or places only. Unauthorized eating or drinking will not be permitted.

1.8 Hallway Behavior: Champions may not disrupt the instructional environment while in the hallway.

1.9 Disrupting Class and Preventing Teaching: AAHS can fulfill its mission only if classrooms/learning spaces are safe and teaching is uninterrupted. Champions may not disrupt class.

1.10 Arriving to Class Unprepared: When class begins, champions must be prepared and have all necessary materials (books, pencils, portfolio, paper etc.).

1.11 Entering or Leaving Classrooms Without Permission: Champions may not enter a classroom without permission, nor may they leave a classroom without having obtained a pass. Champions must report to locations as directed by staff, and remain in a designated location.

1.12 Failing to Complete Homework: Completing homework is essential to the success of individual champions and the classroom community. Champions are expected to complete all of their homework assignments on time.

1.13 Cheating, Plagiarism, and Copying Others' Work: Cheating or copying the work of others (or allowing other champions to copy work) is unacceptable. This includes any and all talking during exams irrespective of whether the chatter is in reference to the exam. In addition to other disciplinary consequences, both the champion who copied and the champion who allowed

the copying will receive zeros on the assignment. Repeated behavior will be addressed, documented and assessed by school leadership. This offense may result in in-school suspension, long-term suspension or expulsion.

1.14 Failing to Submit a Required Signature: Champions are required to secure the signature of a parent/guardian on homework, class assignments and forms when requested by any school staff member.

1.15 Forgery: Champions may not forge a signature for their family member or the family member of another champion

1.16 Using Objects as Projectiles: Champions are not permitted to throw or kick objects inappropriately in school.

1.17 Lying to a Staff Member: Integrity is an essential element of personal character and is necessary for all individuals involved in the Aerospace/Aviation industry. In order to support our development of the whole champion, we require that each Champion resolve to be impeccable with their words. We cannot S.O.A.R. as a school if we are not integral. As such, champions are not permitted to lie or attempt to conceal/omit the truth.

1.18 Being Disrespectful to a Staff Member: Our professional learning environment cannot function properly if champions are permitted to be disrespectful towards adults. For that reason, may not be disrespectful towards a staff member or any other adult associated with the school. Disrespect includes; repeated aggressive behaviors, inappropriate bias/hate charged language, and repeated defiance of outlined school/classroom rules.

1.19 Ignoring or Refusing to Follow a Staff Member's Directions: Champions are expected to follow the directions of any staff member the first time and respond in a respectful manner. Ignoring, delaying, or refusing to respond to a staff member's directive is considered defiant and disrespectful.

1.20 Being Disrespectful to a Fellow Flight Crew: As future aviation professionals safety and collaboration are paramount. If your passengers and crew do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, champions may not be disrespectful toward others in their flight crew.

1.21 Possession of Inappropriate Property: Champions cannot possess any electronic music or game devices in school other than as permitted above. Champions may not possess any printed images, text, or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school.

1.22 Gambling: Champions may not bet money or wager anything on the outcome of a game, contest, or other event.

1.23 Filming and Distribution of Media Depicting Code of Conduct Violations: Champions may not take, share, or post photographs, pictures, or videos depicting a violation of this Code of Conduct.

1.24 Violation of the Computer/Email/Internet Acceptable Use Policy: Champions may not violate the terms of the Acceptable Use Policy set forth in this Handbook.

2. Physical or Verbal Harm, Inappropriate Touching, and/or Threats

2.1 Causing Bodily Harm: Champions may not cause physical injury to a champion, school employee, or another person. champions are not permitted to harm or attempt to harm a champion, school employee, or another person with a weapon or dangerous object.

2.2 Causing or Intending to Cause Physical Injury: Champions may not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury to any champion, school employee, or other person.

2.3 Fighting, Unwanted Physical Contact, or Verbal Altercation: Champions may not fight with other champions from AAHS or persons not enrolled at the school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated regardless of the cause of the disturbance. Champions may not engage in verbal altercations, including but not limited to insults, yelling, or words that are reasonably likely to incite a verbal or physical confrontation before, during or after school hours.

2.4 Play-fighting and Threatening: Play-fighting and/or the use of threats harm the safety of the community. champions may not play-fight and/or threaten others.

2.5 Setting off False Alarms or Making a Threat: Champions may not intentionally set off a false alarm or make a destructive threat.

2.6 Engaging in Sexual Activity or Inappropriate Touching: A champion may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.

3. Possession or Use of Firearms, Weapons, and/or Dangerous Objects

3.1 Possession or Use of a Firearm: Champions may not possess or use a firearm.

3.2 Possession or Use of a Mock Firearm: Champions may not possess or use mock firearms.

3.3 Using or Possessing a Weapon or Dangerous Object: Champions are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have an actual weapon or mock weapon on him/her or his/her property.

3.4 Arson: Champions may not set a fire or possess any form of fire-making material, including lighters, matches etc.

4. Possession, Use or Distribution of Controlled Substances, Alcohol, or Tobacco

4.1 Using or Possessing Drugs or Alcohol: Champions may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Prescribed and over-the-counter drugs must be delivered to the nurse or trained school employee by a parent or responsible person with a doctor-signed Authorization to Dispense Medication Form.
Champions may not be in possession of prescribed or over-the-counter drugs.

4.2 Selling, Possessing, or Transferring Drugs or Alcohol: Champions may not sell, distribute, or possess with intent to sell or distribute prescribed or non-prescribed controlled substances in any form.

4.3 Selling, Possessing, or Transferring Tobacco Products: Champions may not sell, distribute, or possess with intent to sell or distribute cigarettes, vaporizers, e-cigarettes, chewing tobacco, or other tobacco products in any form.

4.4 Selling or Possessing Mock Controlled Substances, Alcohol or Tobacco: Champions may not sell, distribute or possess mock controlled substances, alcohol or tobacco in any form.

5. Harassment and Violation of Civil Rights

5.1 Violating the Civil Rights of Others: Champions may not violate the others' civil rights—the fundamental rights of freedom and equality that belong to everyone.

5.2 Harassment: Champions may not make unwanted sexual advances towards or commit sexual harassment of any member of the school community. Harassment or intimidation of any members of the school community on the basis of their racial or ethnic background, gender, age, sexual orientation, or disability is not permitted.

5.3 Abusive or Profane Language or Treatment: Champions may not use abusive, threatening, vulgar, coarse, or degrading language (including racial epithets or sexist or homophobic remarks) in speech or in writing.

5.4 Bullying and Intimidation:

- A. No Champion shall engage in or be subjected to harassment, bullying, violence, threats of violence, or intimidation on school property, on a school bus, or at a school-sponsored function by any student(s). Students who violate this policy will be subject to disciplinary sanctions. As such champions may not physically, verbally (through speech or writing), or through technology and/or social media conduct actions in order to intimidate or attempt to intimidate or bully any member of the school community. Local, state and federal law enforcement may be contacted when deemed appropriate.
- B. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- C. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, 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 principal's designee will undertake an investigation 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. 42
- D. Acts of 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. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions.

5.5 Erin's Law Sexual Abuse Prevention

AAHS in accordance with the legislative law HB 197, known as Erin's Law is committed to sexual abuse prevention. This law requires all public school systems to provide age appropriate child sexual abuse prevention education in grades ranging from Kindergarten to 12th grade. At AAHS, the school counselor and other educational professionals will be presenting lessons to each 9th grade student to meet the requirements of Erin's Law. AAHS has decided to utilize the curriculum, Safer, Smarter Teens. This curriculum was chosen to teach children to recognize child sexual abuse, equip them with skills to reduce their vulnerability, and encourage them to report the abuse. This will, in turn, educate and empower students with knowledge and skills to stay safe. For more information or questions about this law, visit www.erinslaw.org. For more information about the lessons being presented, please visit www.safer-smarter-teens.org or contact your school administrator. As we continue to support our students in these

5.6 Suicide Prevention Training & Program

AAHS has a deep commitment to the overall social and emotional well-being of our champions. As such we work to train our all certified staff in our annual training on recognizing and responding to the overwhelming need for suicide prevention. As a school community we are working to develop our protocols for suicide prevention alongside our Mental Health Services provider Storyhouse Consulting, ALSDE, and SAVE program. Through our unique partnership we are working to create a space where students are aware and able to advocate for themselves and others by knowing and understanding the signs that lead to suicide in K-12 school communities. For more information about the lessons being presented, please visit <https://www.sprc.org> or contact our school administrator. As an additional layer we are working to develop our peer suicide prevention program through the SMART program. We are currently working to become a SMART School <https://save.org/what-we-do/education/smart-schools-program-2/>.

6. Theft or Vandalism

6.1 Theft, Loss or Destruction of Personal or School Property: Champions may not steal, lose, or damage property belonging to someone else or to the school.

6.2 Mistreatment or Inappropriate Use of School Technology or School Property: Champions must treat computers, printers, and other technology with care. AAHS does not tolerate attempts to access the school's files or other inappropriate uses of technology or the Internet. There will be severe consequences as determined by the school Discipline policy. Champions do not have the right to use school computers to access chat rooms or emails or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors or school aged. Champions are prohibited from using school telephones. In the event of an emergency, Champions may be allowed to use the school telephones, but only at the discretion of school staff members. Champions must not mistreat other school property including but not limited to text and reading books. Writing or marking on any desks or school property is strictly prohibited.

7. Gang-Related Activity

Champions **may not** engage in any gang-related activity, which shall be defined as any act(s) that promotes gangs or gang-related activities including, but not limited to, **(1)** communicating either verbally or non-verbally (hand signs, gestures, handshakes, drawings, etc.), to convey

membership or affiliation with a gang; **(2)** defacing school or personal property with gang-related graffiti, symbols or slogans; **(3)** requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang-related activity; and **(4)** soliciting others for gang membership

8. Failure to Comply with School-Imposed Consequences:

Champions must comply with school-imposed consequences. In order for the school to maintain high expectations and a safe and respectful school environment — two vital parts of our school culture — Champions must comply with all consequences assigned including any suspension or disciplinary action.

9. Repeated Violations of the Code of Conduct:

As outlined below, repeated violations may result in consequences of greater severity or length at the discretion of the school leader. Repeated inability to adhere to the school's rules may result in the Champion's removal from the AAHS community.

10. Corporal Punishment

Corporal punishment **shall not** be administered by the principal or his/her designee at any given point in the AAHS school day or outside the school building based on actions that have been deemed inappropriate. The AAHS school community does not condone the use of corporal punishment in the school learning environment.

AAHS Champion Life

AAHS Dress Code

Alabama Aerospace & Aviation High School uniform always includes the required shirt, pants, belt, socks, and shoes. Shoes, belts, and socks must be worn. Glasses must be worn for champions who need glasses. Jewelry/Facial jewelry is limited to simple earrings. Necklaces are (if not distracting) permitted and must be worn underneath the shirt.

The AAHS uniform **does not** include tattoos, fake tattoos, any sort of visible writing on the skin, fanny packs, facial piercings, colored hair, hats, kerchiefs, bandanas, hairnets, other head coverings which do not have a religious/cultural purpose, or outer garments such as hoodies or sweatshirts not earned as AAHS attire.

Daily Flight Crew

Each champion at AAHS has a flight crew leader (instructor) they report to at 8:00am. This teacher may serve as the primary contact person for families with academic or behavioral concerns.

Tower Talks

Monthly or as needed, our school has a special town hall type meeting for Tower Talks. Tower Talks are a celebration of academic achievement, team building, and competition. Champions participate in school-wide cultural routines such as school pledges, chants and songs, compete

against their peers and teachers in academic and problem-solving situations, and celebrate their accomplishments as a collective flight crew.

The purposes of Tower Talks are to:

- celebrate champions' academic achievement;
- recognize individual champion accomplishment;
- build community through performances, skits, songs, and chants;
- bring parents, families, and members of the AAHS community together to see what our champions are learning and mastering each week; and
- build school identity and cohesiveness.

Parents are occasionally welcome to attend Tower Talks. Invitations and open dates will be provided to families.

After-School Activities:

Alabama Aerospace & Aviation High School is committed to providing an industry-focused approach to instruction. Our students learn in rigorous classrooms that are engaging and technologically advanced. AAHS students also develop complex technical skills through real-world learning opportunities facilitated by industry professionals in the workplace. We prepare students to be successful in college, the military and the larger aerospace, defense and aviation industry. To this end, we may offer activities that foster team building, leadership, athletics, and fine and performing arts.

Homework club and interventions will always take precedence over after-school activities. A champion may never skip or reschedule a consequence to attend an after-school event. Champions must remain in good academic and behavioral standing in order to participate in after-school activities. Champions who wish to remain after school to participate in an approved extracurricular activity may only do so when the faculty member responsible for the activity is present. Champions who remain after school in this way, must remain in the specific areas of the building where the activity is held. Champions must follow the Code of Conduct during after-school activities and may be removed and/or issued consequences for failure to do so.

Participation in Arts & Athletics

All champions who participate in an after-school arts or athletic activity will have their academic progress monitored by their respective flight crew leaders/leadership frequently during the season(s) of participation and must satisfy eligibility criteria established by school leadership and Alabama Aerospace & Aviation High School Arts and Athletics directors.

Homework

Homework/Skills Mastery is an important element of our model and is essential for academic success.

We expect champions to read every evening for at least 30 minutes. In addition to completing daily homework assignments, champions must have an opportunity each night to practice the skills and content learned in class. AAHS staff will hold champions to high levels of accountability with regard to homework, evaluate homework based on mastery, and check homework completion frequently. At home, champions must have a quiet place to complete homework and review class work. Alabama Aerospace & Aviation High School staff members are available in person during regular school hours and via Alabama Aerospace & Aviation High School email to answer homework questions.

Alabama Aerospace & Aviation High School believes that the reward for hard work is an

opportunity to be challenged even more. Champions who show they are capable of excelling in one area will be challenged to excel in other areas.

Champions are accountable for completing all assigned work. A champion’s ability to make up work and receive credit may be conditioned on the documentation surrounding an absence. Champions who do not turn in homework or turn in incomplete or unacceptable homework will be required to attend Lunch Detention or Homework Club.

If a champion is absent, his or her homework assigned on the previous school day should be dropped off at school by 3:00 p.m., or it will be marked as late. champions who are absent will receive make-up work on the day that they return. **This work must be completed within the next three days.** Champions who are suspended may come to school in full uniform between 3:00 and 3:30 p.m. to collect their homework to avoid late marks. Champions who come outside of the designated time, or without complete uniform, will not receive their work, and will receive zeros on those assignments that are not submitted on time.

AAHS Intervention

This is an area of small group and guided support based on specific student flight plans. Those flight plans are made based on the data, narratives and goals and outcomes of all students.

Summer Flight Academy

Summer Flight Academy is offered to champions for additional academic support. To improve their academic performance, some champions may be required to attend Summer Flight Academy in order to be considered for promotion. Summer Flight Academy will provide support in basic skills and may also address content area gaps. All Summer Flight Academy classes have the goal of closing the achievement gap and have the purpose of ensuring that champions are performing at or above the expected level.

Academic Assessment

AAHS follows the standard that 80% is the level of mastery. As such we desire that our Champions are able to reach mastery in all subject areas. This is pertinent as our champions are future industry leaders. As such we issue numeric grades that correlate to the listing below:

Grading Scale

- 100-90=A
- 89-80= B
- 79-70= C
- Below 70 (non-proficient: retake or replace)= F

Assessments (Summative)		Classwork/Homework (Formative)		
55% of grade		45% of grade		
9-Week Assessments	Assessments	Skills Based Participation	Classwork	Homework
20% of total grade	35% of total grade	15% of total grade	15% of total grade	15% of total grade

Internal Assessments

Internal Assessments	Purpose
Midterm exams in each subject	<ul style="list-style-type: none"> • To assess mastery and growth of subject specific skills and content as aligned with the industry based state and national standards for that subject. • Frequent innovative project based assessment will allow our champions to address their areas of growth, while highlighting strengths and progress.
<ul style="list-style-type: none"> • 9-week Assessments refer to 9-week tests that occur once at the end of each 9-week grading period and cross-curricular research projects that are due at the end of each 9-weeks. • Assessments refer to quizzes, tests, and exit tickets taken throughout each 9-weeks. • Classwork/Homework refers to any work students complete independently in class and out of class. 	
Regular quizzes and/or daily assessments	
Semester exams in each subject	
MAP Assessment – Nationally-normed Computer based adaptive exam in core academic subjects.	

External Assessments and Standardized Tests

Alabama Aerospace and Aviation High School prepares students to succeed on standardized tests required for promotion, high school graduation (ACAP), and college (SAT/ACT). As other measures of student progress, AAHS also administers the NWEA/MAP examination at regular intervals. Standardized test scores are used to help AAHS teachers develop strategies to improve the academic achievement of each student.

Special Needs & English Language Learners

Alabama Aerospace & Aviation High School provides special education services and English Language Learner (ELL) services for champions in accordance with state and federal special education laws, the Individuals with Disabilities Education Act (IDEA), and the regulations implementing those laws. Although, our entire school staff functions as a collaborative body, our Specific Learning Coach:

- maintains all special education records in accordance with state and federal laws;

- schedule all annual IEP reviews;
- organize professional development for teaching staff; and
- support teachers in making appropriate curriculum and instruction modifications

Promotion to the Next Grade

AAHS has rigorous promotional standards. It is not automatically assumed that a champion will pass from one grade to the next: the champion must earn promotion by demonstrating mastery of the essential knowledge and skills in their current grade level. Champions may not be promoted if they are performing significantly below grade-level standards. Promotion decisions will be based on a scholar's course and exam grades, attendance, homework completion record, adherence to S.O.A.R. values, and other measures including teacher observations. A champion may be retained if he or she misses 10 days in a school year, misses a significant amount of instructional time, or if the champion fails to complete and hand in a high volume of required assignments.

To be considered for promotion, champions at Alabama Aerospace & Aviation High School must score a minimum of 70 percent in each class AND on each comprehensive exam. Champions must also make adequate growth as reflected by MAP testing. Criteria that also influences a champion's prospective promotion include maintaining an attendance rate of 90% or above and consistently adhering to the S.O.A.R. values and Alabama Aerospace & Aviation High School behavior standards.

Champions who fail three or fewer combined comprehensive exams and classes may be eligible to attend Summer Flight Academy in order to earn promotion to the next grade. If a champion fails more than three classes and exams combined, he or she will not be promoted and, accordingly, will NOT be eligible for Summer Academy.

****Although AAHS offers Special Education and ELL champions accommodations befitting their needs, we modify promotional criteria based on a champion's classification only in isolated circumstances.*

Consequences for Not Meeting Promotional Criteria

Champions whose final assessments and final course evaluations do not meet expectations in any class are required to attend AAHS Summer Flight Academy unless it is determined they must repeat the grade in the following academic year. Champions whose final assessments indicate significant growth but for whom there are substantial academic skill deficiencies or content gaps may be required to attend Summer Flight Academy at the discretion of the school leader.

Any Alabama Aerospace & Aviation High School student who does not show substantial growth or mastery in three or more subjects may be subject to repeating the grade in all classes. Consistently poor behavior by Alabama Aerospace & Aviation High School standards may result in a summer character education course at the discretion of the school.

Daily Flight Schedule

Champions will follow a rotation schedule similar to the schedule below. Below is a sample schedule and Alabama Aerospace and Aviation High School reserves the right to change the schedule as deemed necessary.

Sample Student A-Day				Sample Student B-Day			
Period		Time in class	Sample Bell Schedule	Period		Time in class	Sample Bell Schedule
Breakfast & Reception	Arrival	30 minutes	7:30-8:00	Breakfast & Reception	Arrival	30 minutes	7:30-8:00
Flight Crew	Landing Zone	30 minutes	8:00-8:30	Flight Crew	Landing Zone	30 minutes	8:00-8:30
Destination # 1	Core or Elective	90 minutes	8:35-10:05	Destination # 1	Core or Elective	90 minutes	8:35-10:05
Destination # 2	Core or Elective	90 minutes	10:10-11:40	Destination # 2	Core or Elective	90 minutes	10:10-11:40
Lunch	Lunch (together)	Lunch for 30 minutes)	11:45-12:15	Lunch	Lunch (together)	Lunch for 30 minutes)	11:45-12:15
Destination #4	Core or Elective	90 minutes	12:20-1:50	Destination #4	Core or Elective	90 minutes	12:20-1:50
Destination #5	Core or Elective	90 minutes	1:55-3:25	Destination #5	Core or Elective	90 minutes	1:55-3:25
Dismissal occurs from 3:25-3:45 teachers are free to go at 4:00 Transitions are 5 minutes.				Dismissal occurs from 3:25-3:45 teachers are free to go at 4:00 Transitions are 5 minutes.			

AAHS reserves Friday afternoons for professional learning/development. As such, no students are allowed to stay after school on Fridays.

Champions Rights & Responsibilities

Personal Belongings

Alabama Aerospace and Aviation High School’s instructional setting is unique and diverse. Therefore, personal belongings that distract from a safe, respectful, and fast-paced instructional environment are not permitted. We desire that champions have a warm and loving experience, that exudes excellence

Examples of items **not allowed** in AAHS include:

- gum (unless as a recognized academic or behavioral modification or support) and candy of any kind;
- permanent markers of any kind;
- real, toy, or model weapons including pocket knives, box cutters, X-acto knives, water guns, or pepper spray (note: this is not an exhaustive list);
- excessive amounts of cash;
- any illegal substance (including cigarettes, e-cigarettes, hookah pens, alcohol, or any other substance not mentioned directly here);
- stuffed animals, dolls, and any toys, including but not limited to fidget spinners (unless as a recognized academic or behavioral modification or support);
- materials (e.g. songs, papers, lyrics, art, or notes) that contain inappropriate or offensive language, images or suggestions; and
- fireworks, sparklers, poppers, snappers, fountains, bottle rockets, and any other explosive devices.

Any of the items in the list above may be confiscated at the discretion of the school leader and not returned until a parent or guardian meets with the school leadership team.

All confiscated electronics must be picked up by parent/guardian.

Note: Cell phones, radios, iPods, Apple Watches, portable gaming systems, smartwatches and other non instructional electronic devices must be turned off during instructional time. If not turned off during instruction it must be turned into flight crew leaders to be safely stored. Storing electronics in book bags or in the champion's pocket is an option unless explicit permission has been given by the school leader to do otherwise. Any electronic equipment used without permission will be confiscated.

Champions may bring cellphones to school for safety reasons, but phones may never be turned on or used in the school building without explicit permission and supervision from a AAHS team member. Failure to comply with this expectation may result in confiscation or another consequence. Champions must wait for a parent or guardian to pick up confiscated items from the school leader or the appropriate administrative staff member.

AAHS staff are not responsible for the damage and loss of any electronic devices that have not been confiscated by a school administrator. Cell phones are not permitted on school field trips.

Champion-Family Contact During the Day

Champions will be able neither to receive messages from parents nor to transmit messages to parents during the school day except in the case of emergency. Champions will only be given permission to use the school phone in cases of emergency or at the school's discretion.

Search of Champion Belongings

AAHS must maintain a safe and orderly environment for all our champions and staff. In order to do so the school reserves the right to search any and all persons or belongings on school property for illicit material. Such searches can be either random or with reasonable suspicion and may include a champion's person, backpack pockets, lockers, cell phones, other belongings, etc.

Book Borrowing at Alabama Aerospace & Aviation High School

AAHS is extremely proud of how much our Champions love books. We are also proud of our book collections. In order for the collections to be maintained, they must be respected. Champions must be accountable for any books they have borrowed and must return them in a timely manner and in the same condition as when borrowed. Damage to books may result in loss of book borrowing privileges, financial responsibility for the book, or community service.

Computer/Internet/Email Acceptable Use Policy

This policy outlines guidelines for responsible use of AAHS's Information Technology, and is designed to protect Alabama Aerospace & Aviation High School's information and Champions from the possible consequences of inappropriate use of Alabama Aerospace & Aviation High School Information Technology. The term "Alabama Aerospace & Aviation High School Information Technology" as used herein includes, but is not limited to, Alabama Aerospace & Aviation High School computers (desktop and laptop), networks (wired and wireless), telecommunications devices (fixed and wireless), facsimile machines, photocopiers, printers, software, storage media (disks, CDs, USB drives), and other technologies that may be provided to Users by the Alabama Aerospace and Aviation High School for use in the course of an AAHS education.

Alabama Aerospace & Aviation High School (AAHS) Information Technology provides critical support to AAHS's and its champions in the achievement of the AAHS mission, and all Users of AAHS Information Technology are expected to use it responsibly and in compliance with AAHS policies and applicable law.

Privacy and Monitoring

Users should have no expectation of privacy while using Alabama Aerospace & Aviation High School Information Technology. All communications sent, received, transmitted or stored on Alabama Aerospace & Aviation High School Information Technology are the property of Alabama Aerospace & Aviation High School. In order to implement the Alabama Aerospace & Aviation High School information security program effectively and enforce Alabama Aerospace & Aviation High School policies, Alabama Aerospace & Aviation High School must have the ability to monitor the use of Alabama Aerospace & Aviation High School Information Technology. Alabama Aerospace & Aviation High School may monitor any activity on Alabama Aerospace & Aviation High School Information Technology and Users should use Alabama Aerospace & Aviation High School Information Technology accordingly. Authorized Alabama Aerospace & Aviation High School staff may disclose, monitor, access, review, copy, store, move, edit, delete, or otherwise manipulate any electronic information residing on Alabama Aerospace & Aviation High School Information Technology as is necessary to allow for the proper functioning of Alabama Aerospace & Aviation High School Information Technology, compliance with Alabama Aerospace & Aviation High School policies and applicable law, or for any other appropriate purpose.

Prohibited Activity

Alabama Aerospace & Aviation High School Information Technology shall not be used to engage in illegal, threatening, discriminatory, defamatory, slanderous, obscene, or harassing activity, including cyberbullying. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant. Alabama Aerospace & Aviation High School Information Technology may not be used to solicit for any reason, or for sending mass emails ("spamming").

Intellectual Property and Licensing

Users of Alabama Aerospace & Aviation High School Information Technology must not infringe on intellectual property rights, copyrights, trademarks, or other licensing restrictions. Users must not illegally copy software, data, or other information without the express permission of its owner. Users who have questions about the licensing arrangement for any Alabama Aerospace & Aviation High School Information Technology should direct questions to the Information Technology department.

Software Installation

Only software approved by Alabama Aerospace & Aviation High School may be installed on Alabama Aerospace & Aviation High School Information Technology. Users who wish to have software installed on Alabama Aerospace & Aviation High School Information Technology should direct requests to the Information Technology department and should not install any software on Alabama Aerospace & Aviation High School Information Technology without express permission.

Malicious Code and Viruses

Users may not knowingly create, execute, forward, or introduce any malicious computer code (e.g., viruses, Trojans, worms) into Alabama Aerospace & Aviation High School Information

Technology. Alabama Aerospace & Aviation High School provides software tools that are designed to assist in the protection of Alabama Aerospace & Aviation High School Information Technology from malicious code, but Users still must be alert and take appropriate steps to limit the risk of malicious code attacks. Users may not disable any anti-virus or any other security software. If a User suspects a malicious code attack, he or she should contact the Information Technology team immediately.

Use of E-mail and Instant Messaging Technology and Electronic Communications

Electronic communications such as e-mail and instant messages (collectively, “Electronic Messaging”) must be treated carefully. These electronic messages can be misdirected or misinterpreted causing damage to Alabama Aerospace & Aviation High School, its employees, students, and others. Alabama Aerospace & Aviation High School e-mail and instant messaging technology do not provide data privacy while in transit over other, non-Alabama Aerospace & Aviation High School networks. Users are not to use Electronic Messaging, other than those that are internal to Alabama Aerospace & Aviation High School, to send or receive sensitive information that requires privacy protections.

Users should consider the following guidance when using Electronic Messaging:

- demonstrate the same respect when using Electronic Messaging as you use communicating verbally or in a more formal written document such as a memorandum or letter;
- do not forward chain or “spam” messages;
- keep personal messages to a minimum, and be mindful of the fact that even personal messages from Alabama Aerospace & Aviation High School accounts may be viewed as statements authorized or made by or on behalf of Alabama Aerospace & Aviation High School, particularly when Alabama Aerospace & Aviation High School’s name or a User’s title appears in the message’s return address or in its closing; and
- do not send hateful, angry, or otherwise inappropriate messages.

Protection of Credentials

Users must protect their Alabama Aerospace & Aviation High School passwords from disclosure and prevent unauthorized access to Alabama Aerospace & Aviation High School Information Technology. Accounts and passwords are for individual use only. Users may not share passwords or accounts with anyone else. Any activity on a User’s account will be the responsibility of the User.

Enforcement

Appropriate action may be taken against a User if it is found that the User violated this policy. Discipline may range in severity as provided elsewhere in this Student & Family Handbook. Further, if appropriate, a User’s privileges regarding and access to Alabama Aerospace & Aviation High School Information Technology may be revoked or limited without notice at the sole discretion of Alabama Aerospace & Aviation High School.

Internet Content Filtering Policy

Undesirable Materials

Alabama Aerospace & Aviation High School will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider that uses content filtering software on its equipment to screen all Internet websites by URL and/or by keyword search. However, champions must also accept responsibility for restricting their own access to these materials. Champions who gain access to undesirable Internet materials must report these materials to their teacher immediately.

Security

Champions must not allow others to use their network accounts. Designated school officials may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files stored on school servers to be private.

CHAMPIONS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER ALABAMA AEROSPACE AND AVIATION HIGH SCHOOL'S CIS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE SYSTEMS, OR WHILE PRESENT ON ALABAMA AEROSPACE AND AVIATION HIGH SCHOOL GROUNDS.

Alabama Aerospace & Aviation High School reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all Alabama Aerospace & Aviation High School CIS, and to monitor and allocate file server space. Users of Alabama Aerospace & Aviation High School's CIS who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or utilized by Alabama Aerospace & Aviation High School.

Passwords and message delete functions do not restrict Alabama Aerospace & Aviation High School's ability or right to access such communications or information. Alabama Aerospace & Aviation High School further reserves the right to allocate file server space as deemed appropriate.

Email

Only school-approved email will be allowed on school premises. Champions must receive explicit permission from their flight crew leader to engage in any other email activity.

Downloading

Downloading from the Internet without approval from a member of the AAHS Team is not allowed.

Social Media Policy

We are creating a culture of excellence that will allow every champion the opportunity to **S.O.A.R.!** We know that the power of missteps on social media can jeopardize the impact of the development of a fruitful career as an industry leader in Aerospace and Aviation. When used inappropriately, social media can transform from a powerful educational tool that allows Champions to connect, communicate, and access a wealth of informational resources into the source of serious long-term consequences. College admissions officers and prospective employers will not hesitate to use any social media missteps — even those made when a champion is quite young — when considering an individual's candidacy for admission or employment. For Alabama Aerospace & Aviation High School champions to succeed in the pathway of their choice and a life of active citizenship in a hypercompetitive politically charged environment, it is imperative that champions maintain digital footprints as impressive as their Scholarship in the classroom.

In recognition of both the educational purpose that social media can serve and the necessity

of certain restrictions, this policy is designed to foster the responsible and appropriate use of social media at Alabama Aerospace & Aviation High School. AAHS defines “social media” as “any method of communication in cyberspace.” For the purposes of this policy, this includes, but is not limited to, any website, program or application that involves Internet forums, weblogs, social blogs, microblogging, wikis, podcasts, and the sharing or posting of photographs, pictures or videos and the rating or tagging of the same. This includes, but is certainly not limited to, the following examples: Facebook, Twitter, Instagram, Wikipedia, Skype, LinkedIn, Flickr, YouTube, Vimeo, WhatsApp, Bebo, Snapchat, Tik Tok, and other platforms not explicitly listed or yet to be invented.

This social media policy applies any time champions are on school grounds, using school property, under the supervision of school authority, or using social media anywhere in a manner that endangers a champion’s or staff member’s physical or emotional safety, security, or well-being and materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. **Such activity may include, but is not limited to, threats, ethnic slurs, personal insults, obscenity, drug or alcohol related content, content of a sexual nature, and content involving violence.** Champions are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they transmit or post or are transmitted and posted on their accounts. Champions may not disrupt the school’s learning atmosphere, educational programs, or activities, and may not violate the rights of others. What would be considered inappropriate in the school or classroom is inappropriate online. Champions who comment, share or endorse in any manner activity that is in violation of this social media policy will also be held accountable with appropriate consequences. This policy does not apply to a champion’s private use of social media that in no way involves or impacts upon Alabama Aerospace & Aviation High School, staff, or other champions, though Alabama Aerospace & Aviation High School strongly encourages all champions to make intelligent and safe choices when using social media.

Alabama Aerospace & Aviation High School expressly reserves the right both to monitor every champion’s use of social media while present on Alabama Aerospace & Aviation High School grounds, regardless of whether such use is done using Alabama Aerospace & Aviation High School resources or the champions own personal resources, and to monitor and inspect any device brought onto school grounds for compliance with this policy.

Social media may only be used with the explicit permission of a AAHS team member and for educationally related purposes while on Alabama Aerospace & Aviation High School grounds. Social media is not to be used at any time, when on school grounds or when participating in a school activity, to fraternize with any other individual or to communicate non-educational messages or information. In accordance with Alabama Aerospace & Aviation High School Code of Conduct, champions are prohibited from posting or publishing any insensitive or inappropriate information or content on any social media and from viewing any insensitive or inappropriate social media content. Should a champion at any time post, publish, or view such social media content, he or she must notify a teacher or administrator immediately. Immediately reporting the posting, publishing or viewing of such inappropriate content will be given significant weight in considering the level of discipline issued.

Champions are prohibited from communicating with teachers, administrators, staff members, or contracted workers via social media. The only permissible electronic method of email communication with a teacher is through emailing the teacher or administrator at his or her Alabama Aerospace & Aviation High School email account.

Champions are prohibited from impersonating or assuming the identity of any other individual

while using social media. Champions are prohibited from posting or publishing any information about themselves or another individual that is confidential or of a private nature. This includes posting information such as last names, school names, addresses, email addresses, phone numbers, other contact information, or any other information a champion might reasonably expect another individual to want to keep private.

Champions are prohibited from using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without their express consent and permission. Champions are not allowed to “tag” an individual in a picture or recording without their express consent and permission. Champions must immediately comply with any request that infringing materials be removed from any social media platform. Champions should always be mindful of the fact that material posted or published online will be public for a very long time and may perhaps become a permanent part of their record. Champions should be sensitive to others, should avoid posting or publishing anything distasteful, and should not post or publish anything they would not be willing to say to an individual in person.

Student Employment

AAHS Champions are encouraged to network with industry professionals as they may be offered apprenticeships, internships, and other work-related opportunities. However, Champions are not allowed to work during any times that interfere with school hours, including tutoring and required Saturdays. We encourage eligible Champions to only work during the summer and on Sundays whenever possible, as being a Champion at AAHS is a full-time commitment to excellence. The Director of Operations/Registrar should be contacted for all Permission to Work forms. The school may require a family conference if the champion has failing grades or an unacceptable attendance record.

Health Policies/Attendance

Champions must be in attendance in order to S.O.A.R.! To that end, AAHS has clear policies regarding absences, late arrivals, and early dismissals for appointments. Alabama Aerospace & Aviation High School strongly encourages all doctors' appointments to be scheduled outside of school hours, as every late arrival, early dismissal, and absence will have a detrimental effect on a champion's academic grade and industry-based training.

If a champion has a doctor's appointment for which they must leave the school early, the parent or guardian must notify the school with as much advance notice as possible and provide proper and adequate documentation to the school upon the champion's return.

Champions may not miss a full day of school for a doctor's appointment. **In the event that a doctor's appointment cannot be scheduled after school or on an early dismissal day, Champions must come to school prior to and following all appointments.** Excessive absences will be considered a violation of the Expectation of Champions.

Whenever a champion has to miss a school day or a single class due to a doctor's appointment or required family affair, the school requires advance notice before the absence and official documentation after the absence. Alabama Aerospace & Aviation High School does not have excused or unexcused absences. Missing school for illness or for a family event has the same effect: missed instruction. **Documentation must be provided for all absences.** Frequent absences may result in required Summer Flight Academy or retention.

Medication While at School

Without written approval from the licensed healthcare practitioner and parental consent on the Medication Administration form, Champions are not permitted to self-administer medication. Parents must ensure that all medications are transferred into the custody of either the school nurse or a trained school employee along with an Authorization to Dispense Medication form. If a champion requires medication of any kind, including both prescription and over-the-counter medication (such as, but not limited to: asthma inhalers, prescription drugs, insulin, Sudafed, Benadryl and generic equivalents, Tylenol and generic equivalents, Advil and generic equivalents, aspirin, stomach remedies):

- Parents must submit a Medication Administration form including authorization from a licensed healthcare practitioner.
- Prescription medications must be given to the nurse or to a trained school employee by a parent or responsible person in the original container with the prescription label.
- Over-the-counter medications must be given in the original sealed container or box. The school cannot accept partially used or opened over-the-counter medications.

(Over the-counter medications can have adverse effects and are therefore subject to the same restrictions as prescription medications.)

If school personnel find any champion in possession of medication, such medication shall be promptly delivered to the school nurse or receptionist, and the champion's parent will be contacted to retrieve it or transfer the medication to the custody of the nurse or trained school employee using the aforementioned process. The champion may be subject to disciplinary action for being in possession of unauthorized medication.

Any champion who is required to carry an emergency asthma inhaler, an epinephrine

auto-injector, or insulin, glucagon or other diabetes supplies with him/her must provide:

- A Medication Administration form stating that the student needs to carry the inhaler, injector, or diabetes supplies with him or her and is permitted to self-administer if applicable; and
- A second inhaler, injector, or diabetes supplies to be kept in the nurse's office.

Immunization

State law where applicable requires that all children entering school must provide proof of immunization against DTaP (diphtheria, tetanus, pertussis), IPV/OPV, MMR (Measles, Mumps, Rubella), Hepatitis A, Hepatitis B, Meningococcal Disease, Varicella (chicken pox), and the annual Influenza vaccine. These requirements can be waived only if a properly signed health or religious exemption is filed with the school. All Champions must have on file proof of the required immunizations before they can be enrolled at Alabama Aerospace & Aviation High School school. Failure to comply with immunization requirements may result in exclusion from school and missed school da

Procedures for Disciplinary Violations

At AAHS, we are committed to serving **ALL** Champions, especially those who need us the most, while simultaneously protecting the strong culture of warmth, love and excellence in Aerospace/Aviation that makes our learning experience unique. All Champions are taught the S.O.A.R. values and are held accountable to them throughout the year. Our desire is that every student is given the opportunity to S.O.A.R. in their development and beyond the confines of our learning environment. As such our first priority is always restoration for those students that are adjusting/developing into the future professionals and leaders in Aerospace and Aviation.

As stated above in the Champion Code of Conduct, misbehaviors at AAHS result in consequences. Restorative practices are used with fidelity and whenever possible to address the needs of the whole child. We believe the curated environment that our school has created will further each champion's development as a human being. We are committed to building strong leaders of purpose, character and integrity in the Aerospace/Aviation industry.

When necessary we provide restorative disciplinary practices with the utmost respect for the humanity in each child. Those restorative practices include **1) holding a champion accountable for his or her behavior; 2) restoration or remedies related to the behavior of the champion; 3) relief for any victim of the champion; and, 4) changing the behavior or environment (when possible) of the champion through remediation.**

If negative behaviors persist, or if Champions have not adequately fulfilled the given consequence, the severity of the consequences may be put in place. Consequences vary based on the grade level of the champion, the severity of the action, and the frequency of the incident. Such consequences may include

- Redirection meeting with the counselor or school based flight crew leader;
- champion reflection on community violation (may be written, private or public);
- Removal of school privileges (including school trips, in-school privileges, etc.);
- School/community service;
- No Fly List
- Short-term out-of-school suspension;
- Long-term out-of-school suspension; and
- Removal from the school community.

To preserve valuable learning/development time, AAHS strives to keep its Champions in school and in classrooms. However, allowing the same Champions to commit the same violations in the same situations can have a deleterious effect on the culture of our school. Therefore, when a Champion's actions are detracting from the ability of other Champions to learn in a safe, asset-based environment, it may be necessary to remove the offending champion from the classroom and eventually from the school. If a champion's consequence involves being sent home or suspended for any period of time, a parent or guardian may be asked to meet with an administrator regarding the champion's behavior prior to his or her return to school. Please note that suspended Champions who are sent to school notwithstanding the consequences outlined in their suspension letters will receive escalating consequences for violating Section 8 of the Code of Conduct (Failure to Comply with School-Imposed Consequences).

Tiered Behavior Responses

While AAHS strives to implement our behavior system consistently, we also recognize that some Champions' needs may be best met through customized behavior plans. We also seek to tailor consequences to the severity and frequency of the misguided behavior and the champion's individual circumstances. Both the severity of consequences and the scope and depth of structured, proactive support provided by the our AAHS team to misguided Champions will increase commensurate with the severity and frequency of the violations. As the consequences become more severe, we will notify and seek the involvement of families to help design and implement response plans. AAHS's response to behaviors will escalate as repeated negative behaviors escalate, with the most serious infractions of the Code of Conduct receiving the most serious consequences. Violence directed to other Champions or staff will lead to the most serious consequences. Additionally, any egregious behavior that is not outlined in the Code of Conduct but that poses a serious threat/potential threat to our AAHS/surrounding community both in-person/online will warrant severe consequences.

All Champions facing out of school suspension are entitled to due process. For a short-term out of school suspension (i.e., a suspension for less than ten days), the champion will, prior to the suspension, be told by the principal or school leader the basis for the suspension, the evidence supporting the consequence, and will be able to give his or her side of the story. For a suspension longer than ten days, a champion will have the opportunity to present evidence to the school leader in a more formal proceeding, is entitled to be represented by counsel, will be provided the evidence supporting the suspension, and will be given the opportunity to confront the evidence against the Champion and to present evidence as well. The champion will be removed from the school immediately if a danger to others and the school environment is determined. In appropriate circumstances the champion may also be referred to law enforcement authorities.

The most serious consequence, if all else fails and in extraordinary circumstances, will be expulsion of the champion from the AAHS school. A champion facing expulsion and his or her parents or guardians will be afforded all due process protections required under applicable laws and regulations including a full and fair hearing.

Being Proactive

It is AAHS's primary goal to ensure that each Champion and their family know exactly why we work so hard and why we hold high expectations for every champion. AAHS is intentional with our delivery of a warm and loving message toward excellence in everything we do:

- Home visits/Champion orientation;
- Family Orientations;
- Summer Flight School;
- Daily Mindfulness practices (breathing techniques, stretching, gratitude journaling)
- Tower Talks;
- Refuel/Hangar Time (Sensory/SEL spaces designated for restoration);
- STEM Nights;
- Official school notifications;
- Classroom Teacher Educational Philosophy/Vision posted outside the classroom;
- Intentional Career Exploration Lunch/Learn;
- Champion Vision Setting/Legacy Mapping;
- Open Door Policy/Office Hours;
- Ongoing informal communication and meetings with staff, Champions, and families.

Physical Restraint

As a part of the policies and procedures of AAHS, the use of physical restraint is prohibited in the AAHS community and its educational programs except in those situations in which the student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the AAHS School Community and its educational programs. The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

AAHS designated restraint personnel will receive adequate training and receive annual training on the Seclusion and Restraint board policy, behavior prevention and de-escalation techniques, and positive behavioral intervention strategies which are offered to all personnel.

Alabama Unsafe School Option

A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the local education agency. The school shall notify the student's parent/guardian of the right to transfer within 10 calendar days from the date of a final determination by the school board that a violent criminal offense has occurred. Alabama students who attend a school deemed persistently dangerous by the State Department criteria will be offered a transfer option to another school. A persistently dangerous school is one in which, for 3 consecutive years, the school has expelled 1% of the student population or 5 students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. (Ala Code 290-3-1-02).

Alternative Instruction

AAHS provides Champions with alternative instruction if they are suspended or expelled (until enrolled in another school, or until the end of the school year, whichever comes first). During the period of their removal or suspension, Champions must be provided with alternative instruction, which includes, but is not limited to, classwork and homework assignments. Additionally, Champions will be permitted to take any citywide or state examinations that are administered during the suspension period for which no make-up examination is permitted by the testing authority, as well as to make up school examinations that may affect their academic records. Arrangements will be made between the school and each individual family for the delivery of services, pick up/delivery of work, and the making-up of any missed assignments and classroom instructional support. All alternative instructional materials will permit the champion to make adequate academic progress and must be completed satisfactorily for the champion to return to school. Nonetheless, alternative instruction cannot replicate all the benefits of full classroom instruction and participation by the champion.

Alternative instruction will provide the champion with an opportunity to continue to earn academic credit and must be appropriate to the individual needs of the champion. All IDEA mandates must be followed for Champions with disabilities. In determining the alternative instruction for a champion with a disability and for a champion who has a 504 Accommodation Plan, consideration will be given to the champion's IEP and behavioral intervention plan, or 504 Accommodation Plan. In addition, if an IEP champion has already been suspended for more than an aggregate of (10) school days during the school year due to disciplinary actions that create a pattern of removals as determined by AAHS, the champion must either be reinstated or assigned to an appropriate setting until a Manifestation Determination Review (MDR) takes place.

Due Process Protections

AAHS holds all Champions to high expectations. Champions with an identified disability as documented by an IEP or 504 Plan are provided with the accommodations necessary to access the curriculum. This includes accommodations that address social, emotional, and behavior concerns.

Champions with disabilities (varied abilities) have the same rights and responsibilities as all Champions, and are afforded due process protections under the provisions of the Individuals with Disabilities Education (IDEA) Act and its implementing regulations. A champion with a disability may be entitled to disciplinary measures that align with his/her needs as outlined in an IEP, 504 plan, and/or determinations from an MDR. Champions for whom an IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy.

Re-entry meetings occur when a champion is removed from the environment for a severe or repetitious unproductive behavior. **When a parent's presence is mandated, a champion may not fully integrate back into the school campus until a meeting occurs.** Failure to meet this request will fall under the vein of failure to comply with school-imposed consequences and may lead to extended disciplinary action.

When a champion with an IEP has been removed from school for either 10 consecutive days or for more than 10 cumulative school days in a school year based on conduct that forms a pattern of removal and results in a change in placement as determined by the school, he or she is entitled

to a prompt review of the causal relationship between his or her disability and the behavior that precipitated the school's disciplinary action. The MDR is designed to determine whether (1) the conduct in question was caused by or had a direct and substantial relationship to the champion's disability; or (2) the conduct in question was the direct result of the school's failure to implement the IEP. The manifestation team will consist of school officials, the champion's parent or guardian, and relevant members of the multidisciplinary team. Parents or guardians will receive written notification prior to any manifestation team meeting. This notification will inform the parent or guardian of (1) the purpose of the meeting, (2) the names of the individuals expected to attend, and (3) his or her right to have relevant members of the multidisciplinary team participate at the parent or guardian's request.

The MDR will include a review of all relevant information in the champion's file including his or her IEP, any teacher observations, and any relevant information provided by the parent or guardian. If the manifestation team determines that the champion's conduct was a manifestation of his or her disability, the multidisciplinary team will (1) conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP); and (2) return the champion to the placement from which the champion was removed, unless the parent or guardian and the school agree to a change of placement as part of the modification of the behavioral intervention plan. If the manifestation team determines the conduct in question was the direct result of the school's failure to implement the IEP, the school will take immediate steps to remedy those deficiencies. Lastly, if the champion's conduct is ruled not to have been a manifestation of his or her disability, school personnel may apply the relevant disciplinary procedures to Champions with disabilities in the same manner and for the same duration as the procedures would be applied to Champions without disabilities.

Visitor Policy

Alabama Aerospace & Aviation High School always welcomes and encourages visitors, both from within and outside of our school community, to observe our champions and AAHS team members in action. However, in order to ensure the safety and well-being of all champions and staff, all visitors — including parents and guardians — are required to enter through the front door and provide the security guard with proper photo identification before proceeding to the main office. Visitors may be required to have a visitor's pass once they have checked in with the security guard. Any visitor who does not report to the security guard, or is found in the building without authorization and a visitor's pass, will be asked to leave immediately, and the authorities will be called if the request is not heeded.

Alabama Aerospace & Aviation High School maintains an open door policy with our parents and families, provided they are not a distraction to the learning environment. Family members who are over 18 are welcome to come and observe classes and school operations on non-testing days. Parents and family members are also welcome to request meetings with any member of the AAHS team. Meetings will be scheduled at the AAHS team member's earliest possible convenience. If requests for a meeting are not met, family members should report the concern to the school leader.

In case of an emergency, parents or guardians should contact the receptionist either by phone or in person. **Under no circumstances should parents or guardians contact champions in their classrooms, or attempt to withdraw Champions from the building without notifying and receiving permission from the school.**

Please note that while families may visit the school at any time, family visitations to their own child's classroom is generally not permitted during the first six weeks of school. This allows

teachers to establish a strong classroom culture that is focused on academic learning and is distraction-free.

Disruptive Visitors & Restricted Access

Alabama Aerospace & Aviation High School works hard to maintain a safe and orderly environment for teachers and champions. To that end, the school reserves the right to restrict visitors (including family members of Champions and staff) who do not display the S.O.A.R. values of the larger community while on school grounds, including during drop-off and pick-up. Examples of disruptive visitors include those who raise their voice, use profanity, threaten champions or staff, or are physically or verbally aggressive in any way.

If a visitor's access must be restricted due to inappropriate behavior of any kind, they will receive a letter outlining the offenses that led to the restricted access and will be notified as to proper procedures for contact and communication with both staff and their champion while on Alabama Aerospace & Aviation High School property. If a visitor continues to disrupt the learning environment after having received a restricted access letter, the school will pursue further measures including notification of law enforcement agencies.

Family Engagement

Alabama Aerospace & Aviation High School is committed to having families contribute to the overall success of their champions. As such, we use a variety of methods of communication. Communication may include:

- **Regular Progress Reports:** A progress report that includes academic and behavioral updates as well as a brief overview of important school events.
- **Emailing Lists:** Parents may receive email messages including electronic copies of letters, fliers, and forms as well as school and grade level announcements.
- **Automated Phone System:** Parents may receive a pre-recorded message from AAHS for the following reasons:
 - to issue school-wide reminders and updates,
 - to alert families to weather-related school closings,
 - to notify families that their champions are late or have been assigned after-school detentions, to remind families of important documents requiring signatures, or
 - to inform families of meetings for parents or champions.

Phone Calls

Every member of the Alabama Aerospace & Aviation High School team publishes his or her cell phone number at the beginning of the year. Champions and parents are encouraged to call teachers. If a teacher does not return a message within 48 hours, the school leader should be informed. Abuse of the phone numbers of the AAHS team will result in the imposition of appropriate consequences.

Opportunities for Family Involvement

Alabama Aerospace & Aviation High School is a partnership made up of the school leadership, teachers, champions, and families. Although the job of making decisions about school policy belongs to the school leaders, and the CEO, family involvement is not only welcome but also absolutely necessary for the success of the school. We welcome families into our family engagement lab.

Procedures for Resolution of Parent/Guardian Concerns

Alabama Aerospace & Aviation High School is committed to maintaining a strong partnership and ongoing dialogue between its teachers, staff, champions, and families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school. We are committed to addressing the concerns of our families and seeking a resolution that first and foremost benefits the academic development of your child toward success in the college of his or her choice.

Informal Complaint Process. If a parent or guardian has a concern or disagreement about a classroom event, curricular or disciplinary decision, or other academic issue, he or she should first contact the teacher to attempt to resolve the disagreement through *informal* discussion. If the concern is not adequately resolved, the parent or guardian should request a further meeting. The teacher will contact the school leader and schedule the follow-up conversation. All Alabama Aerospace & Aviation High School staff members are expected to respond to a parent/guardian complaint. Every effort will be made to respond to a parent/guardian complaint as quickly as possible.

Formal Complaint Process. If the informal complaint process fails to produce a satisfactory resolution, a parent or guardian may initiate a *formal* complaint by submitting a letter in writing to the school leader outlining, in detail, the events, policies, or decisions at issue. The school leader will promptly conduct a thorough investigation into the matter and issue a response in writing detailing his or her findings and recommendations. If the parent or guardian is still not satisfied, he or she may appeal the school leader's determination to the CEO of Alabama Aerospace & Aviation High School.

Flight Policies/Procedures

Non-discrimination

Alabama Aerospace & Aviation High School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to Alabama Aerospace & Aviation High School on the basis of race, color, creed, gender, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by Alabama Aerospace & Aviation High School on the basis of race, gender, color, religion, national origin, or sexual orientation. Finally, pregnant Champions are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant Champions throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX).

Harassment

Alabama Aerospace & Aviation High School is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, Champions, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Alabama Aerospace & Aviation High School requires all employees and Champions to conduct themselves in an appropriate manner with respect to their fellow employees, Champions and all members of the school community.

Public Documents / Freedom of Information Law (FOIL)

Alabama Aerospace & Aviation High School fully complies with all the Freedom of Information Law (FOIL). Any requests for school records or information from the school must be in writing and submitted to the school leader. Within five business days of receipt of a written request, the school, depending on the requested information, will respond by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.

If the person requesting information is denied access to a record, they may, within 30 days, appeal such denial to the school leader. Upon timely receipt of such an appeal, the school, within 10 business days of the receipt of the appeal, will fully explain the reasons for further denial or provide access to the record(s) sought. The school will also forward a copy of the appeal, as well as its ultimate determination, to the governing body. If further denied, the person requesting information may further appeal through a proceeding.

The school may deny access to requested records if:

- Such records are specifically exempted from disclosure by state or federal statute;
- Such access would constitute an unwarranted invasion of personal privacy;
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise;
- Such records are compiled for law enforcement purposes and which, if disclosed, would meet the conditions set forth in Public Officers Law §87(2)(e);
- Such records, if disclosed, would endanger the life or safety of any person;
- Such records are computer access codes; and/or
- Such records are internal materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits.

The school may charge a copying fee for each page requested to be copied. The fee can be no more than the fee allowed by state law. Types of records held by the school may include:

- Student Health Records
- Student Immunization Records
- Student Medical Records
- Safety Records
- Reports of Fire Department Inspections

- School Contracts
- Management Contract Records
- Outside Contract Records
- Personnel Files
- Fingerprint Clearance Records
- Certification Records

Education Records and Family Educational Rights and Privacy Act (FERPA)

Federal and state laws provide parents or guardians and eligible Champions (those who are age 18 or older) with rights of confidentiality, access, and amendment relating to their education records. Copies of the regulations detailing these rights are available from the Scholar Registrar. The following is a general overview:

Confidential records include grades, evaluations, disciplinary actions, and health records. Release of scholar records generally requires written consent of the parent or eligible scholar. However, the regulations provide certain exceptions. For example, staff members and employees of the district have access to records as needed to perform their duties. Scholar records will also be sent to schools as required by New York law and regulation. *Please note that at Alabama Aerospace & Aviation High School scholar work and results are prominently displayed in classrooms and in the community as part of our educational program.*

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funding under an applicable program of the U.S. Department of Education. FERPA gives parents and guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

In accordance with FERPA law, parents, guardians, or students over 18 years of age have the right to inspect and review the student's education records maintained by the school. Parents, guardians, or students over 18 years of age have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent, guardian, or eligible student then has the right to a formal hearing. The Chief Executive Officer of Alabama Aerospace & Aviation High School Public Schools or the CEO's designee will first hear the issue. If the parent, guardian, or eligible student is still not satisfied with the decision of the CEO or the CEO's designee, a hearing with the board of directors or a designated subcommittee of the board may be requested. The decision of the board of directors or its designated subcommittee is final.

The school 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. Any parent or guardian who does not want such directory information included should contact the school's Operations Manager.

This listing in the AAHS Handbook serves as the school's annual notification of parents and eligible students of their rights under FERPA.

Generally, the school must have written permission from the parent, guardian, or eligible student in order to release any information from a student's education record. However, the school may 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.

McKinney-Vento Information

AAHS has a designated staff person (On'Draya Green Dean of Culture & Instruction ogreen@alaahs.org) who understands and is able to carry out the mandated duties of serving as the McKinney-Vento Liaison on behalf of students experiencing housing instability.

AAHS ensures the immediate enrollment and full participation of children and youth experiencing homelessness even when they do not have the documents normally needed for enrollment (e.g. proof of immunizations, proof of residency, birth certificate, school records, etc.), including students with IEPs. AAHS also ensures the continued enrollment of students who become homeless, including those students who are temporarily residing outside of the boundaries of a school's district of location. Registrars ensure that students experiencing homelessness, including unaccompanied homeless youth, are immediately enrolled, even if they are missing records.

Transportation is promptly provided (within 3 days) for homeless students for the duration of homelessness, including to students who are temporarily housed outside of the boundaries of the school's district of location. Transportation is provided up to 50 miles each way. Transportation is provided for students who are homeless to participate in after-school activities and summer school if the lack of transportation poses a barrier. Transportation is also provided to maintain the enrollment of children in foster care, when in their best interest, for the duration of the time in foster care.

Board Meetings

Pursuant to the Open Meetings laws, all meetings of the school's Board are open to the public. A schedule of all meetings, including date, time and location will be posted in a prominent space at the school and on the school's website.



Statement of Responsibility Acknowledgement Form

The statement below must be signed and returned to Alabama Aerospace and Aviation High School within one week after the student/family receives it. Documentation of the receipt of a student handbook containing discipline and student conduct policies by all families and students is required by Alabama Aerospace and Aviation High School.

I, _____ (**print champion name**) fully understand the expectations, standards, and policies set forth in this Handbook and agree to demonstrate my commitment to my education by adhering to the S.O.A.R. values and responsibilities as a Champion at AAHS in the manner outlined above. I recognize that failure to abide by these standards and policies will result in the imposition of appropriate consequences as described throughout this Handbook. I acknowledge that I am responsible for my own behavior, and I pledge to follow directions issued by my teachers and school leaders. Alabama Aerospace and Aviation High School is a school of choice. I understand that my parents or guardians are free to remove me at any time.

As a family, we have received the Alabama Aerospace and Aviation High School Champion/Family handbook for champion conduct and disciplinary procedures and although we may not agree with all regulations we understand that our champion must adhere to them while our champion is at school or in attendance at school sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the school leader for clarification.

Champion Signature: _____

Print Name: _____

Date: _____

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

