

The Academy for College and Career Exploration

Student Handbook

ACCE Mission Statement:

Our mission is to develop the skills, values, and agency required for ACCE students to succeed beyond high school. All students at ACCE will be provided the foundational competencies and comfortability to choose the post high school pathway that best meets their skills, interests, and passions.

ACCE Vision Statement:

By the end of 12th grade all students at ACCE will develop positive relationships with peers, staff, and community members rooted in the five promises of the 100% Project (Commitment to Quality, Honor and Integrity, Gratitude, Contribution, and Perseverance).

Students will receive a comprehensive educational experience that prepares them with the competencies and attributes necessary for success in college and careers. Experiences will include internship opportunities, rigorous coursework, hands-on learning, and extra-curricular activities that provide consistent exposure to college and career choices.

Students will be self-advocates and advocates for their communities. Students will possess the skills necessary to be effective and persuasive communicators, to independently utilize technology and have the ingenuity to navigate and create technology for the future.

Staff will consistently model the types of thinking, inclusivity, and growth-oriented mindsets that they want students to develop. They will be both visionary and practical as they facilitate student-centered, engaging instruction. Staff will facilitate the development of relationships among and between students, their families, other staff, and the community partners.

The community will invest in our students with an open mind, seeking to create the next generation of leaders in their fields. They will provide a safe space and relevant resources for ACCE students, and they will demonstrate pride to be a part of the ACCE community.

Our families will be partnered with all other stakeholders to ensure the success of all students. They will stay engaged as informed, active participants in community meetings, volunteers in classrooms, and in extra-curricular activities

ANTI RACIST STATEMENT

The vision for the Academy for College and Career Exploration is to be a collaborative community to do the work for equity and inclusion as an anti-racist organization. As a learning community, we will purposefully strive to identify, discuss, and challenge issues that prevent us from becoming an anti-racist and ethnically unbiased community. We call specific attention to race, color, ethnicity, and the impact(s) they have on students, faculty, staff members and families. We are intentional in our work and analyze both intent and impact through our mindsets and actions. We want our students to become advocates for themselves and others.

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School Hours

The school day for all ACCE students begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday. Students will be dismissed at 1:50 p.m. on Fridays only.

Student Travel Options and Expectations

MTA Tripper Buses:

Students exit the MTA bus and enter through the ACCE Gym entrance. Students arriving between 7:30-7:55 will report directly to the cafeteria for breakfast. Students arriving at 8 a.m. will report directly to their first period class.

At dismissal, any student boarding a MTA Tripper Bus will exit through the main entrance and board their respective bus.

Walking Routes Between the Robert Poole Building and the MTA Bus Stops on Falls Road:

Students exit the MTA bus from any Falls Road bus stop to walk south on Falls Road and turn right on 36th Street. All ACCE students will enter campus on the 36th Street side of the school building.

At dismissal, any student boarding the MTA bus on Falls Road is to exit the school on the 36th Street side of the building and walk east towards Falls Road. Once on Falls Road, students will walk north to the appropriate bus stop.

Walking Routes Between the Robert Poole Building and the Light Rail Station:

Students exiting the Light Rail at the Woodberry Station will walk east on Union Avenue, turn right on Buena Vista Avenue, turn left on 36th Street and enter campus on the 36th Street side of the school building.

At dismissal, any student boarding the Light Rail at the Woodberry Station is to exit the school on the 36th Street side of the building and walk west towards Buena Vista Avenue, turn right on Buena Vista Avenue, turn left on Union Ave and walk directly to the Light Rail Station.

Student Entry

All students enter through the Gym Entrance between 7:00 a.m. and 10:24 a.m. Upon entry students must participate in a routine safety check. If arriving after 8:00 a.m. students are considered late and will require a late pass to enter first period class. Students who arrive after 10:24 am must enter through the main entrance (36th street for high school and Berry Street for Middle School) and wait for an available Climate Team member or administrator to conduct a safety check.

Safety Checks

All students are required to participate in a safety check upon entrance to the building. This safety check entails passing through a metal detector, and located at the gym entrance for students. They will also consent to a search of any bag being brought into the school. Refusal to participate in the safety check may cause a student to be refused entry to the building. Students' families and caregivers will be notified of a child's refusal to participate.

Breakfast Expectations

Breakfast is served daily from 7:30 a.m. - 7:55 a.m. Students are not permitted to wander the hallways nor go to the gym during breakfast time. Students are to remain in the cafeteria, unless given permission to use the bathroom by an ACCE faculty member. Leaving breakfast periods without permission will result in consequences associated with cutting/elopement from class. Students will be dismissed from the cafeteria at 7:55 a.m.

Lunch Expectations

All students will be assigned a 28-minute lunch period. **Students are not allowed to leave the school building for lunch. Students are not allowed to use food delivery apps during the school day.** Students are only to attend the lunch period they are assigned. Attending lunch periods not assigned will result in consequences associated with cutting/elopement from class. Students are not permitted to wander the hallways nor go to the gym during lunch time. Students are to remain in the cafeteria, unless given permission to use the bathroom by an ACCE faculty member. Students are not permitted to leave school grounds during the lunch period.

Student Dismissal

Students will be dismissed by bell at 3:00 p.m. from Monday through Thursday. On Fridays, students will be dismissed by bell at 1:50 p.m. However, the last period of the day is lunch from 1:20 pm to 1:50 pm. Students do not need to stay for lunch. Thus, they can dismiss for the day at 1:20 pm. Any unforeseen or district-directed early dismissal will follow the early dismissal schedule.

General Behavior Expectations

- All students are expected to demonstrate what it means to Be ACCE. Be ACCE is an acronym that stands for being Accountable, Caring, Creative, and Engaged.
- These behaviors may look, sound, and feel differently depending on the setting. Additionally, we strive to model and explicitly teach and celebrate our Five Promises.
- The Five Promises of ACCE are Honor and Integrity, Commitment to Quality, Perseverance, Contribution, and Gratitude. Students will experience these Five Promises from staff on a daily basis and are expected to demonstrate these behaviors themselves. Students who demonstrate these five promises will be celebrated and honored throughout the school year.
- Be ACCE and the Five Promises represent the major hallmarks of our character and behavior expectations for all students and staff.

Uniform Policy

This policy was altered and designed to encourage and promote school pride, professionalism, and career readiness, while maintaining student choice and school safety.

Student Expectations

- The style of clothes that a student wears may not endanger them or other students.
- Students may be required to wear certain types of clothing, usually for safety reasons, while participating in classes such as physical education, chemistry, etc., or in curricular and extracurricular classes or activities such as band, choir, dance, drama, and theater.
- No clothing designed or altered to expose undergarments or parts of the body except arms or legs is allowed.
- Apparel with vulgar statements or statements promoting illegal drugs, alcohol, sex, violence, or gangs is not allowed.
- No undergarments worn as outerwear are allowed. Clothing should be worn so that undergarments, including boxer shorts, thongs, or bras, are not exposed.

Accountability Measures

Students who do not follow the clothing guidelines may face a consequence described in the “Intervention Key” outlined below.

The school is NOT RESPONSIBLE for lost or stolen items in the building.

Technology Use

BCPSS Laptops

All BCPSS students have access to a district provided laptop. Many students already received their laptops in prior school years. If you are in need of a BCPSS laptop, please call the Central Office at 443-984-2000. You can also call 443-642-3000 for IT support.

Cell Phone Policy

The use of cell phones are prohibited during instructional time. This includes headphone use. Students who have these devices as personal items, are expected to leave them at home, or have them secured in their lockers, or personal bags during all class time. **The school is not responsible for lost or stolen cell phones.** The teacher may allow the use of cell phones if it is needed for instructional purposes. The use of electronic devices without teacher permission will result in a classroom level consequence. If the behavior is disruptive to the learning of others and the student does not comply after verbal warnings, they will receive an office referral and removal from class.

Classroom Behavior Expectations

All classes will develop a Social Contract with the input of both students and their teachers. Students and teachers are expected to adhere to the agreements of behaviors designated by these Social Contracts. When a student does not meet the expectation of the agreed upon Social Contract, they are choosing the option of receiving a classroom level consequence or office referral depending on the behavior. Anytime a student behaves in such a manner as to warrant removal from class, Climate Team personnel or an administrator may be called to the classroom OR the student may be sent to another classroom for a moment of reflection or to an administrator for an office level consequence. *Below is a chart that outlines various types of behaviors and potential consequences or interventions as a result.*

Scenarios that may disrupt learning of self or others (potential examples)	Teacher Response/Intervention	Administration Response
<p><u>Classroom Managed (minor)</u></p> <p><i>Off task behavior that disrupts learning of others:</i></p> <p>Constant verbal interruptions Phone use with audio Out of seat Playful physical contact Insulting others Use of foul language to create harm Tardiness (The teacher is expected to engage the student in an empathy interview to discover root causes of regular tardiness)</p> <p><i>Off task behavior that disrupts learning of self should be addressed by the teacher in a way that does not disrupt the learning of others</i></p>	<p><u>Classroom Interventions</u> <i>(Teachers will be able to edit/revise this column based on their own classroom systems)</i></p> <p><i>*Use of EXCEL Model (CKH) - one on one conversation to explore the root cause of behavior using the FOUR questions. If determined the root cause is not intended to harm self or others, make connection to appropriate resources for further assistance.</i></p> <ul style="list-style-type: none"> ● <i>What are you doing?</i> ● <i>What are you supposed to be doing?</i> ● <i>Are you doing it?</i> ● <i>What do you want to do about it?</i> <p>*Verbal warning *Loss of Privilege *Seat change *Teacher/Student Contract *Parent/guardian contact to explore root causes</p> <p>Complete minor incident response google form (this should be done if the behavior is a PATTERN)</p>	<p><u>N/A</u></p>
<p><u>Classroom Managed (major)</u></p> <p>Continuous minor classroom managed behaviors + Stealing (minor-pencils, food, etc.) Vandalism Insubordination (non-compliance after several verbal redirections) Disrespect towards others Throwing objects AWOL from class</p>	<p><u>Classroom Interventions</u></p> <p>*Engage student in restorative conversation *Parent/Guardian/Mentor contact *Parent/Guardian/Mentor Conference *Time out in another classroom (Buddy Teacher)**pass system** *Written reflection (depending on how much time remains in class <i>(prompt?)</i>) *Referral to counselor if applicable</p> <p>Due to the subjective nature of insubordination and disrespect, PAUSE first, then use the following reflection questions to guide your next step:</p> <p>Is my bias showing? What about the behavior is making me feel disrespected?</p>	<p><u>Admin Response</u></p> <p>*Co-facilitate a Restorative conference with student, teacher and administrator *Assist with Contacting parent/guardian</p>

	What could I have done to contribute to this situation?	
<p>Office Referral – Office Managed: Students with office referrals will be escorted to grade level administrator by climate team member if not the administrator themselves</p> <p>Continuous major classroom managed behaviors + Stealing (major-electronics, money, property, etc.) Aggressive Pushing/Shoving Bullying Sexual Harassment Racial/ethnic/sexual slurs Destruction of Property Fighting (play-fighting) Use or possession of illegal substance Leaving school grounds Threatening or causing injury Weapon or Look-alike Physical Attack on student or staff</p>	<p>Classroom Interventions</p> <p>* Follow up with admin to determine next steps *Complete Office Referral (mandatory)</p>	<p>Admin Interventions (The selected intervention must be shared with the referring teacher.)</p> <p>*Restorative circle conducted by support staff with all relevant participants *Parent/Guardian/Mentor contact *Parent/Guardian/Mentor conference *Loss of Privilege *After-school detention with administrator (must have parent agreement) to execute any agreements from restorative conversation *Community service (must have parent agreement) *Referral to SST team *Referral to counselor *In-school suspension *Short term suspension *Extended suspension *Notify school police *Lunch Detention with administrator to execute any agreements from restorative conversation *Other interventions not listed as deemed appropriate by school administrator</p>

Intervention Key

- **Peer Mediation:** A student will engage in a restorative discussion with a peer overseen by a staff member to prevent any potential future conflict.
- **Reflection Room:** A student will be removed from the classroom for causing a disruption to the learning of their classmates. They will take their assignment and complete their work independently, overseen by a different staff member. Their return to the classroom is dependent on the conditions of their reflection.
- **Restorative Circle:** A student will engage in a conversation to discuss an incident where harm was caused to members of the ACCE community.

- Parent/Guardian Contact: A student's family will be notified regarding their inappropriate conduct in school.
- Parent/Guardian Conference: A student will be required to attend an in-person conference with their parent or guardian at the school to discuss behaviors that are inhibiting their ability to be academically successful.
- Loss of Privilege: A student who is not being ACCE may be restricted from attending ACCE sponsored events.
- After-school detention: A student who has committed multiple infractions may receive an after school detention where they will reflect with a staff member on why they are there.
- Lunch detention: A student will be removed from the lunchroom after receiving their food to sit with a staff member and discuss their behaviors.
- Community Service: This is not service learning hours, it is designed for a student to repair harms they caused to the school and/or greater community.
- Referral to SST Team: teachers and admin will meet with a student to devise an action plan designed to help the student succeed in school.
- In-school suspension: A student will be separated from their peers in the classroom, and complete work assigned by their teachers; refusal to successfully complete an in-school suspension will result in a short term suspension.
- Short term suspension: 1-3 days
- Long term suspension: 4-10 days
- Extended suspension: 11-45 days, may result in a student being transferred to another school.
- Notify school police: if a student's actions or behaviors may be deemed harmful to others or to themself, charges may be brought against a student.

Student Attendance

First period begins at 8:00 am. Students are expected to arrive between 7:30-7:50. Additionally, students are expected to be on time to each class and present for the entire period throughout the day. Student attendance is taken each class period. It is essential for you to be in class and on time every day. Your presence in class is valued and imperative to your success at ACCE. Students who arrive after 10:24 am must check in at the front office and may be subject to additional safety checks.

Excused Absences

At ACCE (and all Maryland public schools), an absence is considered excused once the parent or guardian provides a note explaining that it was due to one of these reasons:

- Death in the immediate family (a parent note is acceptable)
- Illness (a parent note is acceptable for an illness up to three days; a doctor's note is required for illnesses lasting longer than three days)
- Court summons (the student's name must appear on the summons)
- Hazardous weather conditions (a parent note is acceptable)
- Observance of a religious holiday (a parent note is acceptable)

Students are responsible for delivering their excuse documentation to the Main Office upon return. Additionally, students are responsible for collecting make-up assignments from teachers outside of class time.

Unexcused Absences

All other absences are considered unexcused. Unexcused absences will result in the following:

- Students' households will be notified each day they are absent.
- Additionally, students' households will be contacted after 5 consecutive days by letter.
- Students who are absent for 10% or more of school days are considered chronically absent. Students will be referred to SST (Student Support Team).
- Students who are absent for 20% or more of school days are considered truant. After interventions, the school district will file truancy charges against the parent or guardian in district court.
- If a student has an unexcused absence, the student is subject to each teacher's make-up work policy.

Lateness to School

Students are expected to be at school by 7:50 am in order to be on time to first period. You are late to school if you arrive after 8:00 am. You must swipe into the attendance system in the cafeteria/gym hallway or main office. You will receive a pass which must be presented to the teacher when you arrive at class. Continued lateness to school will lead to parent contact, possible referral to SST, and further administrative consequences. Students who arrive after 10:00 am must check in at the front office and may be subject to additional safety checks.

Athletic Dismissal

To be dismissed for an athletic event, you must be in class until an announcement is made for your dismissal. Your name must also be on the active roster. A student who is not being ACCE may be restricted from attending ACCE sponsored events.

Field Trip Participation

To be marked present when attending a field trip, you must be on the list provided to staff from the field trip coordinator. A student who is not being ACCE may be restricted from attending ACCE sponsored events.

Early Dismissal

To be dismissed from school before 3:00 pm, a parent/guardian must contact the main office via phone (410-396-7607), signed letter, or in person. A student is released from class when the teacher is contacted by the main office via intercom.

Leaving School Grounds

Leaving the school grounds is prohibited at ACCE. Students may not leave the school campus for any reason unless they have written parent/guardian permission. Students who leave the campus to purchase food will have their parents contacted, food confiscated and will face disciplinary actions. They will also be subject to mandatory safety checks upon their return to the building.

Student Transitions and Hallway Policy

Students will transition from each class at the sound of the bell. There is a 4-minute travel time for students to move from one class to the next. Students should be mindful of this time and plan accordingly so that they are not late to class. Students who arrive late to class without a pass documenting the reason for lateness will be assigned a classroom level intervention. They will also be marked "tardy" in Infinite Campus.

Student Passes

Students MUST have a hallway pass whenever they are permitted to leave class during instructional time. Each classroom will individually pass, and no more than two students may leave the room at a

given time. The hall pass has space for the date, time leaving, destination, and teacher initials which should be recorded on every pass. The teacher will use professional discretion when allowing students to leave class during instruction. Considerations will be given to students with emergencies and/or documented medical needs.

Locks and Lockers

Lockers with the provided locks are available for all students to use. Students are strongly encouraged to put their coats, hoodies, jackets, and/or sweaters, as well as book bags and other personal items in their lockers for safe keeping. The school is not responsible for lost or stolen items.

Students who require an athletic locker will be assigned one by the athletic department and must provide their own lock.

In addition, every locker is subject to search if there is suspicion of items within that could prove harmful to the school community.

Advisory

ACCE students are to report to an advisory period daily. Advisory is designed to provide support in the areas of academics, social and emotional development, and college and career readiness. Additionally, students will participate in Student Led Conferences three times per year.

Student Led Conferences

Three times per year students will prepare and present details and artifacts to demonstrate their learning to their advisor and parent or guardian. These conferences are designed to promote student ownership of their success along with opportunities for reflection, goal setting, and making adjustments. Student Led Conference preparations, guidance, and support will be provided by the student's advisor.

Community Meetings

Weekly grade level Community Meetings take place on Friday's. Community Meetings are designed to promote community through three main rituals: acknowledgements, apologies, and announcement.

During the acknowledgement ritual, students and staff are welcome to share positive actions or behaviors displayed by others within the community. During the apology ritual, students and staff are encouraged to apologize for any harm they may have caused another person within the community.

The announcement time is an opportunity to share information relevant to the whole community. Other topics will be shared at this time as well. Those topics may include: college and career readiness actions or opportunities, character building, community bonding, or other related content.

I have read and received explicit teaching regarding all matters covered in this Student Handbook. I understand all student expectations. I agree to meeting all expectations and will accept responsibility for any violation I commit.

Student Name Printed: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____ **Date:** _____