



STUDENT AND FAMILY HANDBOOK  
2024-2025 School Year

Welcome to Build UP Community School! We are thrilled to work in partnership with you to support your student's academic, professional, social and emotional growth this year. We take the commitment we have made to you and your students very seriously; we strive to provide students the opportunity to earn skills, knowledge, and educational experiences necessary to be educated, employable, and socially responsible homeowners.

Fulfilling this commitment requires a meaningful collaboration between our school and you. This Handbook outlines the key policies that will enable us to best support your student. These policies have been carefully researched to ensure the academic well-being and overall safety of all our students. We thank you in advance for believing in our school and working together with us to best support your student's growth this year.

## **Our Vision**

To empower and equip youth and communities to determine their own future.

## **Our Mission**

To provide our students the opportunity to: 1) acquire self-directed, career-focused education 2) gain knowledge and skills in a high-demand field, and 3) own homes and possibly even rental properties to build personal wealth.

## **Road to Home Ownership**

Build UP Community School's culminating goal for all students is for them to become homeowners and ultimately leaders of their community. The *Road to Homeownership* includes **each** of the following three achievements, with the third having three possible pathways:

- 1) **High School Diploma**- Student must earn all credits towards an Alabama High School College and Career Ready Diploma
- 2) **Postsecondary Degree or Industry Credential**- Student must earn an Associates Degree in a chosen field or an approved Industry Recognized Credential or Certification, such as a journeyman's license through a Registered Apprenticeship program.
- 3) **Path to the Middle Class**- In order to become a qualified and financially stable homeowner, students must be on strong economic footing. They must therefore achieve one of the following three *Paths to the Middle Class*: 1) **Accept a Job Offer with Middle Class Wages**: Student receives and accepts a job offer with a letter that includes a minimum of \$18/hour or a \$40,000 annual salary. 2) **Pursue a Bachelor's Degree**: *After first achieving an Associates Degree*, student applies and enrolls in a four year university to pursue their Bachelor's Degree. 3) **Start a Successful Small Business**: Take an idea the community needs and put together a business plan, inclusive of a feasibility analysis, marketing strategy, and capital/funding in place to launch a company.

## The House System

We will implement a school points system to measure our student's growth. Each week students earn points by exemplifying our four CORE Values:

- Community
- Ownership
- Resilience
- Excellence



Thus, they are the basis for inclusion in field trips and other rewards. As students acquire points for displaying behavior aligned with our core values, they will earn incentives.

### **Incentives**

- Student(s) of the House - Biweekly Acknowledgement
- Student Activities & Advisory Council Leadership Opportunities
- Community Capstone Coordination
- Student Ambassador Distinction

## Family Engagement & Community Service

BuildUP Community School is dedicated to our work of neighborhood stabilization and development through family engagement and community service. Volunteering presents a tangible way for students to make a positive impact in their community and help organizations accomplish their missions, all while

bolstering students' resumes for college applications and jobs.

With this understanding, students will be required to complete 20 HOURS of community service each school year as scheduled by the school.

## **Tuition Policy**

Build UP Community School is unique. It is one of the state's most expensive private schools, however, the most deserving students can still afford to attend. Build UP Community School budgets for great teachers and instruction, and spend significantly on construction tools, materials, safety equipment, vehicles, and even educational stipends paid to students. Build UP Community School leadership is committed to fundraising to ensure the program's success and that you and your family are able to attend without an extreme financial burden. Tuition payments are officially due by the **5th of each month**, with a **grace period until the 10th of each month**. In the event that tuition payments will be late, please note that a late fee of \$5 per month will be assessed and make sure to contact the Front Office - 205-847-4086.

After 30 days of no payment and communication, we will begin the administrative review process. After 60 days of no payment and communication, students will be dismissed from BuildUP Community School until the delinquent amount is paid in full including late fees.

Tuition payment plans can be established at the beginning of the school year and can be changed with a conversation with our Front Office Manager or our Dean of Culture.

## **Educational Stipend**

### **What is an Education Stipend?**

Each student enrolled in BuildUP Community School will have an opportunity to participate in Work-based Learning. Students may qualify for an opportunity to earn a monthly educational stipend. The stipend is not tied to work hours. The stipend is based on attendance, academic performance, and program participation. According to the Alabama Department of Labor, Build UP Community School is a learning program and NOT an employer of any students. Likewise, students are NOT employees, in any way. Stipends will be denied if tuition is unpaid or if student registration documentation is out of date.

**BuildUP Community School does not employ students and students are not paid a wage.**

### **Who is Eligible to Receive an Educational Stipend?**

Students enrolled in grades 11 -12 who pay full tuition or receive a tax-credit scholarship towards their tuition are eligible for the Educational Stipend. Students who are ineligible for tax-credit scholarships or who do not submit all necessary documentation for publicly available funds they are qualified for will not be eligible for the Educational Stipend.

Additionally, student Educational Stipends will be denied until all registration, enrollment, re-enrollment, and/or other necessary documents or educational materials/supplies are submitted to the school.

### **How are Education Stipends Allocated?**

Students enrolled in grades 11 -12 have an opportunity to receive an Educational Stipend for the current school year. Criteria is provided below.

<p><b>Juniors &amp; Seniors</b></p>	<p>Students are eligible to receive stipends according to their <b>attendance, academic, workforce performance.</b> Students can earn up to \$10 per day on campus or at Jeff State and \$20 per full day spent at an internship. Students will receive their stipend on the third Friday of each month for the previous month. Stipends will be denied if tuition or rent is unpaid or if enrollment documentation is out of date for that pay cycle. Students who receive Out-of-School Suspension (OSS) or are tardy on internship days will incur a deduction from their stipend. For each day of OSS and tardiness on internship days, a \$100 deduction will be applied. For example, a one-day suspension or tardy on internship days will result in a \$100 deduction, two days result in a \$200 deduction, and so on.</p>
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### **When are Stipends distributed?**

**Stipends are distributed on the 3rd Friday of each month.**

## **Attendance Policy**

### **Excused Absences**

Absences may be excused for the following reasons:

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

### **Written Excuses:**

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

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

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

### **Unexcused Absences:**

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

3rd Absence	Notification Call + Letter (Sign & Return)
5th Absence	Student Probation and Conference
7th Absence	Referral to Truancy Court - Early Warning Program
10th Absence	Truancy Petition Filed
15th Absence	Final Notification Call + Letter (Sign & Return)

## 20th Absence

## Dismissal from BuildUP Community School

A student is considered chronically absent after the 8th unexcused absence or the 16th tardy. Students and their parents will have an opportunity to meet with school administration to discuss challenges contributing to the chronic tardiness and/or absenteeism. Such students may be referred back to the student's home district in accordance with district and county guidelines.

**All students must arrive at school no later than 8:45 am and attend the daily morning meeting.**

*\*Though these absences will be approved, however if it is observed that absences are excessive a family conference will take place.*

### Tardies

**Students who arrive at school after 8:45 are considered tardy.** Please contact the office if your student will be late to work or school. Students who arrive late to school returning from an appointment must:

- Check in with the front desk
- Provide a note from a health care provider regarding their tardy.

Accumulation of three tardies will be equivalent to one absence. Students who are deemed chronically tardy, or chronically absent, may not be permitted to receive credit for the course(s) in which they have been chronically tardy or absent. The student may also jeopardize their position and privileges associated with attending a Build UP Community School. A student is considered chronically absent after the 7th absence. Students and their parents will have an opportunity to meet with school administration to discuss challenges contributing to the chronic tardiness and/or absenteeism. **Students arriving after 9:15 a.m. will not be permitted without a doctor's excuse.**

### Check In/ Check Out Policy

In order to check in and out of school, the student has to be accompanied by an adult. Your student is required to check in after 8:45 and a signature from a parent/guardian is required in order for your student to attend class. **Students arriving after 9:15 a.m. will not be permitted without a doctor's excuse.**

To check out your student, a parent/guardian or persons previously added to the Jupiter Portal identified as "Clear to Pick UP" has to come to the office and fill out a form before

your student can be released. Students are not permitted to be checked out after 2:40 p.m.

## **Restricted Open Campus**

To ensure the safety of every student and security of our building, BuildUP Community School operates a Restricted Open Campus. This means that some students are permitted to leave at different points during the school day. However, no students are permitted to leave campus during lunch.

## **Outside Food and Celebrations Information**

### **Competitive Foods**

Competitive Foods are not permitted at any time during breakfast (8am-9am) and lunch (12pm-1:10pm) meal service times. Competitive foods are any food or beverage made available to the student that is not purchased from the school cafeteria.

### **Celebrations**

Although a parent or guardian is not prohibited from providing food for a school-designated celebration day or for children in the child's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the Dean of Culture prior to bringing any food in this instance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

### **School Parties, Celebrations, and Deliveries**

There are designated days in which campuses may select to have school or class parties. The guidelines for providing refreshments on these designated dates include:

- All snacks/refreshments shall be store bought.
- All snacks/refreshments shall be individually wrapped or packaged.
- Snacks/refreshments that do not meet nutrition guidelines may only be provided on the designated school celebration days.

In order to honor instructional time and to minimize classroom interruptions, we request



that student deliveries by personal contact or various courier services of items such as balloons, gifts, cookies/ cakes, flower bouquets, etc. not be made to campuses.

## **Dress Code and Guidelines**

The purpose of the Build UP Community School dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive at school until they leave school or a job site. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise.

### **Tops**

- Students must either wear a short or long-sleeve shirt.
- Shirts with buttons must be buttoned.
- Shoulders must be covered and exposed mid-sections are not acceptable.
- Printed t-shirts with profane or inappropriate images are not allowed.
- Sweaters and jackets of an appropriate size and length may be worn.

### **Bottoms**

- Appropriate school attire includes long pants, jeans or shorts worn with the waistband at the waist.
- Excessively tight pants, excessively tight athletic wear, and sweatpants are not acceptable.
- Shorts and skirts must be of acceptable length (2 inches above the knee). Shorts will not be allowed on any work site or while working on school based work projects. Also, shorts will not be allowed in the construction lab.

### **Dress Code**

- No head coverings are allowed to be worn while inside the school building
- No hoods on while inside the school building
- Closed toed shoes must be worn at all times (no slides, crocs, etc)
- No drug or gang ads/paraphernalia
- Pants should be worn at the waist at all times
- Students are required to change for PE class. Students are permitted to bring a separate change of clothes and store them in their locker.
- No midriffs are to be shown at any time.
- Students must remain fully clothed at all times. In the event of heat, students are asked to have an additional shirt.
- Long pants and boots on job sites (with other PPE)

## Cell Phones

- Students **ARE NOT** allowed to have cell phones throughout the school day. Cell phones will be collected at the beginning of each school day and will be returned at the end of the school day.
- If students refuse to turn in their cell phones, parents will be contacted for further intervention.
- If you need to reach your child, please call the main office.
- In case of emergency we will utilize the Remind system to communicate with parents.

## Computer, Electronic Mail, and Internet Usage Policy

Students are expected to adhere to the following guidelines and policies applicable to the use of Build UP Community School IT. Students who violate these policies may be subject to disciplinary action.

The following are some of the actions that are not permitted (Violations may result in a loss of access as well as other disciplinary or legal action, including expulsion):

- Damage, vandalism or theft of equipment, systems or networks
- Use of the computer equipment, networks and systems for unlawful purposes.
- Violations of copyright law
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking)
- Any attempt to guess passwords, use another's password, break in to other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another's portfolio, folders, work or files
- Concealing or misrepresenting one's identity while using the system
- Intentionally wasting limited resources
- Any use which Build UP Community School Community School determines is objectionable in its sole discretion

Build UP Community School reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by Build UP Community School to review files and communications, maintain system integrity, to

ensure that users are using the system responsibly and to ensure there are no violations of school policies.

## **After-School Supervision Policy**

To ensure the safety and well-being of all students, it is important that parents or guardians make timely arrangements for the pickup of their child at the end of the school day.

All staff members are scheduled to leave campus promptly at 4:15 PM. After this time, there will be no staff available to supervise students. Any students remaining on campus after 4:15 PM will be unsupervised.

## **Student Drivers**

1. All students who wish to drive to school must follow the Student Driving & Parking Policy and register their vehicles with the school. Students are allowed to drive to school as a matter of privilege, not of right. A student who is in violation of the driving policy may lose his/her parking privileges and have his/her vehicle towed at the owner's expense if parked on school property outside of Policy compliance.
2. Each vehicle that a student drives to school must be registered and re-registered each year. Forms are available in the main office and online. Students must provide a copy of their driver's license, insurance card, and registration.
3. Students may lose their driving privileges if they:
  - are academically ineligible for a given marking period;
  - park in areas other than student spaces;
  - drive in a dangerous or reckless manner;
  - transport students off school grounds during school hours;
  - leave school grounds during the day without authorized permission;
  - give their car keys to another student;
  - bring prohibited/illegal items to school, even if left/found in their car;
4. Speeding or careless driving around the school is prohibited and will result in loss of school driving privileges.

5. Upon arrival at school, students are expected to park their cars immediately. No joy riding is permitted on campus.
6. Going to or sitting in cars during school hours alone or with other students is prohibited.
7. Complete the appropriate blanks on the registration form, listing only vehicles that will be driven to school. PLEASE PRINT ALL INFORMATION CLEARLY!

## Code of Conduct

Students who fail to meet our clearly defined standards for appropriate and acceptable conduct are not allowed to disrupt the education of others. Each student is held accountable through clear consequences for violating the school's rules.

School-related disciplinary offenses may also include misconduct outside the school, such as school sponsored field trips, Build UP Community School transportation as well as through the use of an electronic device owned, leased or used by the school or actions or speech on social media where evidence exists that the students conduct had a significant impact on the educational environment.

As a private school, Build UP Community School administration is free to enroll or expel any students it wishes and to do so at the administration's sole discretion. The following list of behavioral infractions is not meant to be exhaustive, but rather provides examples of prohibited conduct and corresponding consequences.

### **Level I Infractions**

1.1	Dress Code Violation- Any attire that violates the attire guidelines listed in this document, distracts or hinders students from performing assigned tasks in the learning environment.
1.2	Horseplaying-Running, jumping, wrestling, hitting, and throwing objects in a "playful" manner.
1.3	Insubordination- Intentional defiance of school or classroom norms and culture.
1.4	Disrupting the Learning Environment- Any behavior that hinders others from learning consistently after several warnings, especially intentionally and defiant. (Accommodations may be made for students who can not control impulses.)
1.5	Refusal to Participate

1.6	Unauthorized Area- Any area on campus that has been established off limits to students.
1.7	Being unprepared for academic/ WBL sessions.
1.8	Possession of inappropriate property or technology or an object expressly prohibited or that impedes the learning process. (headphones, speakers, laser pointer, etc)
1.9	Use or Possession of banned objects or substances. (liters, tobacco, matches, etc)
1.10	Minor damage to property (e.g., light pencil markings on desk).

<b>Interventions</b>	<b>House Point Deduction</b>	<b>Consequences</b>
Verbal Warning	-1	Student/Teacher Conference
Seat Change	-1	Written Warning
Problem Solving Worksheet	-1	Written Reflection
Teach/Re-teach expectations	-2	Parent/Teacher Contact
Reinforcement of appropriate behaviors	-2	Parent/Teacher Conference
Behavior Contract (Must be in effect for at least 2 school weeks)	-3	Confiscation of Items/ Loss of Privileges
ReBUILD Referral (Restorative Practices)	-5	Referral to the Dean of Culture -Parent Conference w/ Administration
After 4 Level 1 Infractions, students will be elevated to Level 2 Interventions & Consequences.		

### Level II Infractions

2.1	Use of abusive, vulgar, and or profane language. "Major disrespect directed at peers, volunteers or staff
2.2	Displaced - skipping class, refusing to leave an area, leaving the campus, leaving the worksite.
2.3	Gambling
2.4	Plagiarism, cheating, altering records or forgery,
2.5	Lying, or intentionally providing misleading information to a staff member
2.5	Damaging or destroying personal or school property – or attempting to do so
2.6	Significant theft (e.g., items valued at several hundred dollars) or stealing from a staff member, including money, wallet, credit cards, and personal possessions
2.7	Creating a hazardous or offensive condition, such as setting off false alarms, making bomb or other violent threats, or calling in threats, empty or otherwise

<b>Interventions</b>	<b>House Point Deduction</b>	<b>Consequences</b>
All interventions from Level I Infractions	According to Level I	All Consequences from Level Infractions
Discipline Referral to Dean of Culture	-8	Removal from class/ In-School Suspension (no more than 5 days) or Saturday School
After 3 Level II Infractions, students will be elevated to Level 3 Interventions &		

Consequences.
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### Level III- Infractions

**Require immediate removal from campus (Out of School Suspension)**

3.1	Fighting, pushing, scratching, shoving, biting, punching, grabbing, slapping, kicking or any other unwanted physical contact – or any contact with the intent to hurt, or causing serious injury
3.2	Assault of a staff member or volunteer
3.3	Possession/soliciting of any unlawful substances. Including but not limited to: alcohol, marijuana, vape pens, prescription pills, etc.
3.4	Possession, use, or transfer of a firearm or weapon or mock weapon, including, but not limited to, the following: firearm, air gun, BB gun, knife, bludgeon (e.g., metal knuckles), slingshot, explosives, dangerous chemicals, any sharp pointed instrument or other dangerous instrument intended as a weapon (e.g., broken glass, lighter, baseball bat, etc.)
3.5	Bullying, cyber bullying, intimidation, hazing, threats, and/or harassment of student or staff member
3.6	Committing sexual, racial, or any form of harassment or intimidation.
3.7	Engaging in sexual activity or inappropriate touching or indecent exposure.
3.8	Significant destruction or attempted significant destruction of school property, including arson
3.9	Violation of Student Driving/ Parking Policy

**Severity Clause: Any unlawful actions could result in law enforcement involvement.**

Interventions	House Point Deduction	Consequences
Referral to Outside Agency	TBD	Restitution
Functional Behavior	-10	Long term Out of School

Assessment Completed and Behavior Intervention Plan Completed		Suspension (no more than 5 days per infraction, unless approved by Executive Director/ Head of School and written into the behavior plan)
Referral to Prevention Specialist	-15	Out of School Suspension (no more than 10 days) Or Expulsion Hearing or Virtual Learner for the Semester

## **School Responses, Interventions & Disciplinary Actions**

The purpose of disciplinary action at Build UP Community School is to ensure that individual students, their parents/guardians and the Build UP Community School Community School community stay focused on growth and learning. Prompt resolution of the problem or issues is expected. Discipline may include any one, a combination and/or all or none of the following, depending on the circumstances, and at the school administration's sole discretion.

- House Point Deduction/Entry in Behavior Log
- Verbal Warning
- Written/ Community Apology
- Confiscation of phone, food, any object that may cause disruption in the learning environment
- Public/ Community Apology
- Restorative Hearing
- Removal from the learning environment
- Official Written Infraction
- Community service assignment
- Behavior Reflection Activities
- Parent Communication
- Deduction from learning stipend
- Mandatory Family Conference
- In-School Suspension
- Out of School Suspension
- Expulsion
- Denial of Re-admission



- Any Restorative Process deemed appropriate by the Dean of Culture

### **Suspensions (Pending Investigation)**

The Dean of Culture has the discretion to and may impose a suspension directly if s/he determines it is appropriate. If the Dean of Culture (or his/her designee) determines that a student is to be suspended, the school shall provide written notice to the student's parents and/or guardians of the suspension in writing, including reasons for the suspension and the time period for the suspension. Academic make-up work is required during suspension. A disciplinary hearing/ restorative circle must be conducted before the student can return to school.

If a student is placed on a suspension of any form, the school may call for a Discipline Review Meeting with the parents and/or guardians. During the course of the Discipline Review Meeting, the Dean of Culture (or his/her designee) will discuss with the parents and/or guardians the: (1) nature of the offense; (2) the information and evidence gathered to date; and, (3) next steps.

### **Expulsion Hearing**

If the Dean of Culture (or his/her designee) determines that consideration of expulsion is warranted, an expulsion appeal committee to include students, teachers, and school leadership will hold an expulsion appeal hearing, should the student in question request it. The student shall have the right to representation of his/her choosing and the right to present evidence at the expulsion hearing, although this hearing will in **no way** operate as a court of legal standing. The Dean of Culture (or his/her designee) has the ultimate say in how the committee operates and as to whether he/she accepts the committee's decision regarding expulsion appeal.

### **Transportation (Bus/Van) Behavior**

The Build UP Community School Code of Conduct applies to all school related transportation. All school rules apply on all vans, and/or school related transportation. Unsafe behavior on a bus or van endangers our students. A pattern of unsafe behavior may result in disciplinary action. On the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.

### **Searches**

In order to maintain the security of all its students, Build UP Community School staff

reserves the right to conduct searches of students and their property when there is reasonable suspicion that the young professional has violated the law, the school code of conduct, or otherwise constituted a threat to the health, safety, welfare, or morals of the school, other students, or himself/herself. If searches are conducted, the school will make every effort to ensure that the privacy of the students is respected and that students and their families are informed of the circumstances surrounding and results of the search. As a private school, Build UP Community School Community School reserves the right to conduct these searches at the administration's sole discretion.

## **Drug Testing Policy**

The school authorizes the leadership team and/or designee(s) to administer rapid drug tests if a young professional is under reasonable suspicion of having used or been in possession of a controlled substance. A parent or legal guardian will be notified prior to the student being tested.

Additionally, in preparation for the workforce, where random drug testing is a regular act and normal part of the construction industry, one or more students from each advisory group will be selected at random to be tested for drug use through a method whereby a student privately collects a small urine sample to be tested with a rapid drug test urine strip. Parents and legal guardians will not be notified prior to the school's administration of random drug testing.

### **Consequences of a Failed or Refused Drug Test**

Students who fail a rapid drug test will be allowed one free additional test if they feel the results are inaccurate. This test could be taken immediately upon a student or parent's written request (handwritten or emailed), or could be taken the following day. Students who have failed their most recently taken drug test will not receive their educational stipend until they have successfully passed two consecutive drug tests spaced at least one week apart. Students will not forfeit any pay, however the stipend will collect in an account held by the school until the student successfully passes.

Additionally, students who individually refuse to take a random or requested drug test and/or parents who refuse to allow their student to take the drug test will not be eligible to receive the educational stipend.

*See Appendix A for signature page.*

## **Code of Academic Integrity**

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is

typically described as duplication of another's work without full acknowledgement of the debt to the original source, however, it also includes any of the following:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, Website, another student's assignment, exam, etc.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.
- If you are unclear about an assignment, the methodology for the same, or the permissible bounds of assistance for completing your work, please speak to your teacher(s) and ask for clarification.

Violation of the Academic Code is a Level II Infraction. Consequences may include receiving a zero on the assignment, failing the course, and referral to the Chief Academic Officer or Dean of Culture for disciplinary action.

## **School Closures and Delays**

Build UP Community School will follow all school closures/delays made by Birmingham City Schools.

Broadcasts are usually made by 6:00am on the major news networks and periodically thereafter until 9:00am. When BCS district schools are closed, all school-sponsored activities, including the before and after school program, are canceled. Whenever school is closed, a staff phone tree will be activated so all staff members are aware of the closure and room parents will be notified in case other parents contact them. Notices will also be sent through the school's communications app and posted on the website's homepage banner.

In situations where weather may cause a school closure and Birmingham City Schools already has a planned non-student contact day (either for a holiday or for teacher in-service) and Build UP Community School is otherwise scheduled to be open, the Head of School will make a decision about whether school will be closed and notices will also be sent through the school's communications app and posted on the website's homepage banner.

## **Campus Safety & Security**

To maximize and ensure the safety and security of students and staff of Build UP Community School, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures

security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors, including parents and family members, must enter Build UP Community School at the main entrance and sign in. You will be asked to present valid identification. Authorized visitors will be given a visitor badge, and then will be escorted to their destination. It is required to respect the policies for disciplinary actions and protocols, to do this parents, guardians, family members, and/ or acquaintances are not permitted to come to campus to address any student(s) for any reason at any time. Doing so will result in further consequences for the violator and the student.

Upholding Build UP Community School's visitor procedures is part of our shared responsibility to ensure the safety of our students and ourselves. Employees are not permitted to open locked doors to parents waiting outside them, prop doors open at any time, or allow non-employed adults into their rooms without a visitor's pass. Additionally, it is the parent/guardian's responsibility to notify school personnel and provide any legal documentation of certain relatives or other potentially harmful visitors who are not allowed to see or visit the student or set foot on school grounds. Any such notification will be kept strictly confidential and shared only with necessary staff to ensure student and school safety.

## **Grievance Policy and Procedures**

Build UP Community School values open and proactive communication amongst and between the members of the school community, including parents, students, faculty, staff, administration and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of our students. As adults we must model for our students a willingness to address conflict directly. As such, Build UP Community School's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

These procedures pertain to grievances of varied natures; they regulate how parents and students are expected to express grievances about faculty, staff or administrators.

All members of the school community have a right to be heard and assured the opportunity for an orderly presentation and review of complaints and concerns without fear of reprisal. The administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, should resolution not be obtained at the lowest faculty or administrative level, each member of the school community is guaranteed both substantive and procedural due process, though the exact steps are subject to change due to school administration's time and capacity.

**Grievance Procedures:** Explicit and direct grievance procedures are necessary to uphold the integrity of the organization. Streamlined procedures with the fewest possible points of contact enhance positive conflict resolution. Build UP Community School is committed to ensuring that the following procedures are followed:

Revised 02/2025

### 1. **Address Issue With Those Directly Involved**

The grievant brings the situation or concern to the attention of those directly involved. If a parent or student has a concern, this dictates that they must begin a dialogue with the classroom teacher or administrator with whom the conflict exists. This must be brought forth by a written meeting request, either through email or school app channels or by making a meeting request with the front office. ***Under no circumstances will class time be interrupted to deal with a student's or parent's grievance.***

Should a parent or student fail to begin the process at the lowest possible level, and instead come directly to the Dean of Culture, he/she will redirect the grievant to address the issue directly with those involved.

### 2. **Address Issue With Appropriate Administrator**

If satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation must be brought to the attention of the supervising administrator, likely the Head of School. The supervising administrator and the conflicted parties will address the situation and develop goals for conflict resolution. The administrator will monitor this process until resolution is realized. For instance, should a family member have a grievance with the dean of students that cannot be resolved in step one, the two parties would work with the Head of Schools (as the dean's direct supervisor) to craft and realize goals for conflict resolution. Likewise, should a parent have a grievance about a faculty member that cannot get resolved in step one, the Head of Schools would be brought in to help mediate.

### 3. **Address Issue With the Executive Director**

If the complaint remains unresolved after step two, a second mediation meeting can be arranged with the Executive Director

### 4. **Submit Written Grievance to Build UP Community School Executive Director**

If the grievant is not satisfied with the response received via steps two or three, the grievant should submit a formal written grievance to the Executive Director. This written grievance should: 1) describe the incident, decision or practice that gave rise to the complaint; 2) cite the agreement, policy, or procedure that has been violated and/or rationale for concern; 3) describe what conflict resolution strategies were attempted via steps 1 and 2; and 3) explain what corrective action is being requested.

All grievances must follow step four, above. It is the CEO's responsibility to manage the ultimate resolution of conflicts between and amongst parents, students, faculty, staff, and administrators. The CEO will provide a written email of his/her ultimate decision in the matter and subsequent corrective action or resolutions.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair and equitable manner. The administration and board share responsibility in ensuring the integrity of the vision and its implementation through the system of due process described in this Grievance policy. Any concern or grievance must be examined through the lens of the mission of the school. The level of the Executive Director is the final forum for conflict resolution after a grievant has followed the steps outlined above. If satisfactory resolution is still not achieved, a parent grievant is always entitled to withdraw students from being enrolled at Build UP Community School.

## **STUDENT AND FAMILY HANDBOOK SIGNATURE PAGE**

I acknowledge that I have/ will read and discuss(ed) the BuildUP Community School Student and Family Handbook with my child, specifically the excerpts emphasized from the 8.8.24 Mandatory Orientation:

- Attendance Standards
- Student Behavior & Discipline Standards
- Cell Phone Policy
- Academic Standards
- Tuition and Student Stipend
- Campus Safety & Security/ Student Drivers

My child and I agree to follow the school policies and procedures as stated in the handbook. **Please sign and return this page to the main office.**

If you have questions please email us at [info@buildup.work](mailto:info@buildup.work) or call our office at 205-847-4086.

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CONFIDENTIAL INFORMATION

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**STUDENT DRUG TESTING CONSENT FORM**

As a parent or guardian of a student enrolled in Build UP Community School, I have read and understood Build UP Community School's policy regarding random student drug testing and student drug testing based on Build UP Community School personnel's reasonable suspicion. I also understand the implications of this policy on my student's opportunity to participate in the school's Educational Stipend Program. By signing below, I give Build UP Community School permission to conduct drug testing, whether random or targeted, with my student.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Student Media Consent and Release Form

Throughout the school year, students may be highlighted in efforts to promote Build UP Community School Community School activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

I, as the parent or guardian of \_\_\_\_\_, hereby give Build UP Community School Community School and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

- a. This is with the understanding that neither Build UP Community School Community School nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child's participation.
- b. I further release and relieve Build UP Community School Community School, its Board of Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions. Please understand that failure to return this release form within ten (10) school days from the date of distribution will constitute approval of the above requests.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Field Trip Permission Form 2022-23

Dear Parents,

We take multiple field trips and reward trips throughout the school year. By signing the permission form below, you will be giving your permission for your child to attend all trips assigned for their grade level for the entire 2022-23 school year. Prior to each field trip, a letter will be sent home with your child or emailed to the email address you have provided explaining the purpose, destination, and details of the trip. This "one time" permission form will alleviate the need for you to sign permission for each trip. At any time you may also deny permission for your child to attend any individual trip by submitting a note to one of your child's teachers in writing.

Name of Child:

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I permit my child to attend all the field trips and reward trips for their grade level for the entire 2023-24 school year. I do understand that I may deny permission for any individual trip by submitting a letter to one of my child's teachers in writing.

I do not give permission for my child to attend all the field trips and reward trips for their grade level for the entire 2023-2024 school year. I wish to give permission on a trip-by-trip basis.

Parent or Guardian Signature Date