



SCHOOL HANDBOOK 2023-2024



Our promise to you...

We promise to work with you as your personal alliance partner, to create an individual learning plan that will help each of your students to grow in the areas that ignite their love for learning. Together we can help your student recognize that learning, for the joy of learning, can have life altering benefits.

Our classes focus on offering students hands-on educational opportunities. We have found that using hands-on activities in a class can significantly increase a student's confidence in their abilities. What follows after increased confidence is a self-driven curiosity to learn more. Curiosity about life is an important aspect in creating good mental health practices. Mental health is one of our top priorities at Alliance. We have noticed that when students are allowed to be curious and inquisitive about life, they will find things to become passionate about. That passion will then naturally strengthen their mental well being.

We seek to offer classes that will allow home educated students an opportunity to participate in an interactive group setting. Our classes are purposefully offered in a variety of age ranges. Studies show that some of the best learning retention happens when we are teaching others something that we understand. We always encourage students to work and share their knowledge with peers who might not understand as clearly in an effort to encourage these interactive learning techniques.

Most importantly we want to create a community where students can feel the love and support of like minded friends.

Please explore our website at www.alliancetolearn.org as we will continually be updating and adding information as we grow.

Thank you,
Angel Mecham

Director, Alliance for Innovative Education
(If you have any questions at all please email me: angel@alliancetolearn.org)


Please continue reading to see the expectations we have of our students and families:

Disclaimer: This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students need to know about Alliance Learning Center. We reserve the right to amend the School year, modify curriculum, change programming, change policies or otherwise make changes in the best interests of the Learning Center and at the Administration's sole discretion.

Calendar and Important dates and Holidays:

CALENDAR / SCHEDULE plus IMPORTANT REMINDERS

- Please don't drop students off earlier than 10 minutes early for class, it disrupts the current classes.
- Please don't park in front of the stairs as it blocks safe access for students to come and go.
- Parents of littles at pick up AND drop off please walk over to the porch to assist your child through the parking lot, they are short and hard to be seen.



ALLIANCE learning center

2023-2024

Important Dates:

- First and Last day of school.
- Sept 5 First day of classes
- Sept 5. Back to school night
- May 16 (last day of regular classes)
- *Field Day (May 22)
- Days off of school

JULY	AUGUST	SEPTEMBER
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OCTOBER	NOVEMBER	DECEMBER
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JANUARY	FEBRUARY	MARCH
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APRIL	MAY	JUNE
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2023-2024 Alliance Learning Center Class Schedule

10:00-11:00am	Monday	Tuesday	Wednesday	Thursday
Big classroom (Door B)		Exploring Art 3-5		Litulate 5-8
Small classroom (Door A)		Reading Workshop K-2	Pre-K Music & Movement (9:30-11:30)	Writing Workshop 3-5
MRR (Door C)				Creative Movement K-2
Tech Lab (Door A)		Robotics & Technology 6-8		Science 6-8 (Session 1)
11:10am-12:10pm		Reading Workshop 3-5	Math Olympiad 4-8	World Geography & Cultures 6-12
Small classroom (Door A)		Story Inspired Art K-2	Pre-K Music & Movement (9:30-11:30)	Writing Workshop K-2
MRR (Door C)		Intermediate Musical Theater 4-8	3-5 Group Piano	Creative Movement 3-5
Tech Lab (Door A)		Ideas & Explorations 3-8 (A)	Photography 7-12	Science 6-8 (Session 2)
12:10-12:40 pm		LUNCH	BREAK	
12:40-1:40 pm		Exploring Art 4-8	Social Studies 3-5	History 6-8
Small classroom (Door A)		Kindergarten fun (K)		Beginning S.T.E.A.M. K-2
MRR (Door C)		Beginning Musical Theater 1-4		Teen Leadership 6-12 (Session 2)
Tech lab (Door A)		Level 1 Robotics, Tech & Engineering 3-5	Creative Writing 4-12	Level 2 Robotics, Tech & Engineering 3-5
1:50-2:50 pm		(MT)	Teen Leadership 6-12 (Session 1)	(MT)
Small classroom (Door A)		Kindergarten fun (K)	Ideas & Explorations 3-8 (C)	
MRR (Door C)		Advanced Musical Theater 4-12	(TL)	Advanced Musical Theater 4-12
Tech Lab (Door A)		Ideas & Explorations 3-8 (B)	Intermediate S.T.E.A.M. 3-5 (Session 1)	
3:00-4:00 pm			Intermediate S.T.E.A.M. 3-5 (Session 2)	
Small classroom (Door A)				
MRR (Door C)			Social Dance 4-12	
Tech Lab (Door A)				

Students who have a class before and after lunch should bring a sack lunch. Students who have two classes in a row can bring a light snack to enjoy during the class break. All students are encouraged to bring a refillable water bottle.

Student Behavior:

At Alliance we view discipline as a branch of learning rather than simply a list of rules. Children are taught behavior management and self-regulation. Classroom rules are agreed upon at the beginning of each year. These rules stress the importance of creating a classroom in which learning can take place and the importance of respecting the rights, feelings and property of all.

Our goal is to maintain a secure, challenging and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language, and have appropriate interactions with others. Another equally important goal is to help students mature and learn a sense of self responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise.

We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Our behavioral expectations should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from the School. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

Our policies and expectations apply any time a student is enrolled in Alliance classes, whether on or off campus, including school breaks. The policies and expectations outlined in this Handbook should not be read as an all inclusive description of the Alliance standards, which are based on honesty, respect, trust and safety. Any behavior that constitutes a breach of these School values may be treated as a major infraction. Students may be dismissed or otherwise disciplined if the student does not meet the behavioral or academic standards of the School, or whose conduct at any time or place interferes with School programs or operations, or brings discredit to the School. Determination of compliance is in the sole discretion of the School.

Procedures and Consequences:

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever rules or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with a teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices as well as general common sense. Students who do not behave appropriately or break the rules will experience consequences that are developmentally and situationally appropriate, such as talking with a member of the administration and/or potentially being sent home from School. Any continued violation of these expectations will result in a conference with the child's parents, teachers and administrative staff, as well as with the child. Disciplinary incidents will be considered over the entire time a student is enrolled at the School. However, there may be one incident or infraction that could lead to suspension or removal from School.

Bullying and Harassment

The physical and emotional safety of each student is the primary concern of the administration, faculty and staff of our School. To encourage positive social interactions, the teachers work closely with each class to encourage the courtesy, respect and kindness essential to a supportive and nurturing academic environment. Any behavior, either in person or with the use of technology, including but not limited to intimidation and/or harassment, which threatens the emotional or physical safety of any of our students will not be tolerated. This includes but is not limited to teasing, ridiculing, threatening, and inappropriate touching. We are confident that we have our parents' full cooperation and assistance in expecting from our students only those behaviors which affirm the highest ideals of good citizenship and healthy peer relationships.

All concerns relating to harassment or bullying should be reported immediately to the School Director.

Cell Phones and Other Electronics:

When a student brings any electronic devices to School (smart/cell phones, iPads, Gameboys, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices.

Students who choose to bring such devices to school must comply with all rules and regulations regarding the same. All electronic devices must be turned off and stored in the student's backpack while on campus unless a teacher has specifically authorized the use of the device during that particular class for educational purposes.

If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment including using devices to take, transmit, or post pictures or videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a School rule.

Students who violate this policy will have their cell phones or electronics confiscated. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

No drugs, alcohol, or weapons of any kind are allowed on the campus. A violation of this rule is grounds for immediate expulsion.

Parental Commitment:

A positive and constructive relationship between the School and the student's parent(s)/guardian(s) or other adults or children interacting with the School and/or School community by virtue of their relationship with the student is essential to the mission of the School and the School's responsibility to its students.

As a parent or guardian of a student attending Alliance Learning Center, I understand that it is my responsibility to support the School's philosophy and uphold the School's standards of academic and moral excellence. Parents/guardians agree that they will:
Be responsive to teacher and administration communication and expectations
Be responsible for getting students to classes on time

Provide time and space for the completion of homework as needed
Read the Statement of Behavioral Expectations and discuss it with their child

The School reserves the right to expel, remove, or otherwise dismiss the student if the Head of School concludes in his/her sole discretion that the behavior, communications or interactions on or off campus (including during School-related events) of the parent(s)/guardian(s) or other adults and/or children interacting with the School and/or School community by virtue of their relationship with the student impede the School's ability to meet its educational objectives or mission or make a constructive relationship impossible.

In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community

Pick up & Drop off Policy:

Students may only be dropped off a maximum of 10 minutes prior to their class start time. They should be picked up within 5 minutes of their final class ending time.

Use of the pickup/drop off lane is ONLY used for picking up and dropping off, if you need to park and come inside you must park in a parking space.

Students can be dropped off and picked up at any of the stairwell entrances. However please encourage your student only to walk out into the parking lot via the center stairwell and across the student crosswalk.

Please discourage your students from running through the drop off lane and encourage them to wait at the stairwell until your car is directly in front of the stairs. Your children's safety is of our utmost concern, please help them practice safe behaviors and don't encourage unsafe behaviors.

Communication tools:

Parents are required to create an account at www.alliancetolearn.myschoolhangout.com and use the communication tools built into the system. There is an easy to use free app that makes communicating between parents and teachers easier than ever before.

Each class will have a happenings dashboard where teachers can post information, pictures, videos and even PDFs for students to access. Parents can ask questions and get answers here.

Parents can message other parents via our Parent/Student directory. This directory is voluntary and you can opt out if you do not want your information to be available to other Alliance Families.

Use of directory information is solely for school use or personal connections, anyone reported using information found here for sales or other inappropriate purposes will lose authorization to the entire system.

We are excited to have a way for parents and students to make connections outside of the classroom and MySchoolHangout will allow messaging between teachers, parents, and students in a safe and secure location.

Please respect the teachers and Admins right to have time off, and only message during day time hours, unless it is an emergency.

Computer Use Policy:

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, etc.) on School property for educational purposes or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All technology should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including removal from School for serious offenses. Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege:

The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action. Internet Access: The School community--students, faculty, administrators and staff--have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files are not to be downloaded to the School's local or network hard drives. The School has a firewall in place. Although doing so generally can eliminate access to offensive and pornographic materials, it also has the negative effect of filtering out genuine educational materials. In addition, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety:

Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student

Financial commitment

At Alliance we strive to provide the highest quality education. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority

I understand that the annual student registration fee of \$25/student is due at the time of registration.

Other important due dates are as follows:

Class Supply fees are due by Jul 1, 2024

Class Tuition payments are due by the 1st of each month. (Starting Sept 1st)

I recognize that if I don't pay tuition and other fees by their respective due dates I may incur late fees

Add/Drop Policies:

I understand that September tuition charges are non refundable after July 15.

If my student needs to drop a class after September, I understand that I need to email the registrar with the class drop request **7 days** prior to the start of a new month. If the request is emailed after the required time I recognize I will be committed to paying for the tuition due for that month.

registrar.alliance2learn@gmail.com