



ACCOMPLISHED STUDENTS, INC. | Parent & Student Handbook



ACCOMPLISHED STUDENTS, INC.

Parent & Student Handbook

Honors, Graduation & Higher Education Initiative

2026-2027 Academic Year

Empowering Students. Building Leaders. Creating Futures.

Founded 2014

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Welcome Letter

Dear Parents and Guardians,

Welcome to Accomplished Students, Inc. Thank you for considering our program as part of your student's educational and leadership journey.

Since 2014, Accomplished Students, Inc. has worked to help students identify pathways toward graduation, higher education, career development, leadership, and responsible citizenship.

We believe every student possesses gifts, talents, and potential. Through mentorship, leadership development, academic support, career exploration, and recognition, we help students recognize those abilities and prepare for future success.

Our program is built upon accountability, integrity, respect, service, and excellence. We value the partnership between students, parents, mentors, educators, volunteers, and community leaders.

We are honored that you have entrusted us with a role in your student's development and look forward to serving your family.

Sincerely,

West Roberts, Jr.

Founder & Executive Director

Accomplished Students, Inc.

About Accomplished Students, Inc.

Accomplished Students, Inc. is a Georgia nonprofit organization founded in 2014 to support high school students through mentorship, leadership development, academic guidance, career exploration, and honors recognition.

The program focuses on helping students graduate successfully, prepare for postsecondary opportunities, develop confidence, and build the character required for leadership and service.

Mission Statement

The mission of Accomplished Students, Inc. is to equip students with the educational, leadership, and life skills necessary to graduate from high school, pursue higher education, develop career readiness, and become productive leaders within their communities.

Vision Statement

Accomplished Students, Inc. envisions a future where every student has access to mentorship, educational guidance, leadership development, and opportunities that unlock their full potential and prepare them for lifelong success.



Program Overview

Program Purpose

Accomplished Students, Inc. provides structured educational support, mentorship, leadership development, and recognition opportunities for high school students.

- Graduation readiness
- College and career readiness
- Leadership development
- Academic accountability
- Scholarship and honors preparation
- Community service and civic responsibility

Who We Serve

ASI primarily serves high school students preparing for graduation, postsecondary education, career pathways, and leadership opportunities. Primary participants are students in grades 11 and 12. Other students may be considered based on capacity, maturity, and need.

Student Eligibility Requirements

- Be enrolled in high school, preferably in grades 11 or 12.
- Demonstrate willingness to participate in mentorship and leadership activities.
- Obtain parent or guardian permission.
- Complete all required enrollment forms.
- Follow all school and program rules.
- Demonstrate respectful behavior toward students, staff, volunteers, and community members.

Program Benefits

Participation may include access to mentorship, leadership workshops, college and career readiness activities, student recognition opportunities, honors preparation, community service opportunities, and supportive adult guidance.



Parent & Student Expectations

Parent Responsibilities

- Maintain current phone, email, address, and emergency contact information.
- Respond to program communication in a timely manner.
- Encourage regular attendance and active participation.
- Notify ASI of health concerns, allergies, special accommodations, or safety issues.
- Support student goal-setting, academic progress, and leadership growth.
- Attend parent meetings or orientation sessions when requested.

Student Commitment

- Attend scheduled meetings, workshops, and activities.
- Complete assigned forms, reflections, or program tasks.
- Maintain respectful communication with adults and peers.
- Work toward academic improvement and graduation readiness.
- Demonstrate leadership, honesty, responsibility, and service.

Attendance Policy

Students are expected to attend scheduled leadership workshops, mentoring sessions, community service activities, college and career events, and recognition programs. Parents should notify program staff as soon as possible when a student cannot attend.

Repeated unexcused absences may result in a parent conference, probationary status, temporary suspension, or removal from the program.

Student Code of Conduct

Students are expected to demonstrate respect, integrity, leadership, and excellence. The following conduct is prohibited:

- Fighting, threats, bullying, harassment, or intimidation.
- Possession of weapons, alcohol, tobacco, vaping products, or illegal substances.
- Theft, vandalism, dishonesty, or falsification of information.
- Inappropriate language, sexual misconduct, or unsafe behavior.
- Violation of school policies, program policies, or applicable law.

Violations may result in corrective action, parent conference, suspension, or dismissal from the program.



Safety & Privacy Policies

Student Safety Standards

Student safety is the highest priority of Accomplished Students, Inc. All volunteers and mentors must complete screening, orientation, and training before working with students. Professional boundaries must be maintained at all times.

Mandatory Reporting

ASI staff, mentors, and volunteers must report suspected child abuse, neglect, exploitation, self-harm risk, or danger to others according to program procedures and applicable reporting requirements.

Confidentiality and Records

Information collected from students and families is used for enrollment, safety, communication, program administration, and student support. ASI will protect participant information and will not release records without proper authorization except when disclosure is required for safety, legal compliance, or program administration.

Transportation Policy

Transportation may occur only when parent or guardian authorization is on file and the transportation arrangement has been approved by program leadership. Parents remain responsible for transportation unless written arrangements have been approved.

Media Release Policy

Students may be photographed or recorded during program activities, recognition ceremonies, workshops, community service events, and promotional activities only with written parent or guardian consent. No student image, video, name, or identifying information will be used publicly without proper authorization.



Program Operations

Academic Expectations

ASI encourages every student to graduate on time, maintain academic progress, explore college and career options, and develop workplace readiness skills. Students may be asked to share progress updates, report cards, goals, or school-related milestones when parent authorization is provided.

Community Service

Community service helps students build responsibility, empathy, leadership, and civic awareness. Service opportunities may include food drives, school support activities, senior support, community clean-up events, civic projects, and nonprofit service events.

Recognition and Honors

Accomplished Students, Inc. recognizes student progress, leadership, service, academic growth, and graduation achievement. Recognition may include certificates, awards, scholarships, public acknowledgment, honors ceremony participation, and student achievement profiles.

Program Closure

Participation may conclude when the student graduates, the academic year ends, the student or parent withdraws, the student no longer meets participation requirements, or program leadership determines closure is appropriate. Upon completion, students may be recognized through the Annual Honors & Recognition Program.



ACCOMPLISHED STUDENTS, INC. | Parent & Student Handbook

Required Parent & Student Forms

The following forms may be used for enrollment, parent consent, emergency planning, student accountability, and program administration. Parents should complete all required forms before the student begins participation.



Parent Consent Agreement

I give permission for my student to participate in Accomplished Students, Inc. programs, workshops, mentoring activities, leadership development sessions, community service activities, recognition events, and related educational opportunities.

I understand that participation requires respectful conduct, regular attendance, parent cooperation, and completion of required forms.

I understand that program leadership may contact me regarding attendance, behavior, safety, academic goals, transportation, emergencies, or program-related matters.

Student Name: _____

Parent/Guardian Name: _____

Parent Phone: _____

Parent Email: _____

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



Student Commitment Agreement

As a participant in Accomplished Students, Inc., I agree to:

- Attend scheduled program activities unless excused by my parent/guardian.
- Respect all students, mentors, volunteers, staff, and community partners.
- Represent my family, school, and ASI with integrity.
- Work toward graduation, academic progress, leadership growth, and career readiness.
- Follow the Student Code of Conduct and all safety guidelines.
- Communicate honestly when I need help or support.

Student Name: _____

School: _____

Grade: _____

Student Signature: _____ **Date:** _____



Emergency Contact & Medical Information

Student Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Primary Phone: _____

Alternate Phone: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Relationship to Student: _____

Physician/Clinic: _____

Medical Insurance Provider: _____

Policy Number: _____

Please list allergies, medications, medical conditions, or special accommodations:

Condition / Allergy / Medication	Instructions / Notes

In an emergency, I authorize Accomplished Students, Inc. staff or designated representatives to seek emergency medical assistance for my student if I cannot be reached promptly.

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



Media Release Form

Please select one option:

I give permission for ASI to use my student's photograph, video image, name, award recognition, school achievement, or program participation in newsletters, website content, social media, promotional materials, grant reports, and recognition materials.

I do not give permission for my student's image, video, name, or identifying information to be used in public materials.

Student Name: _____

Parent/Guardian Name: _____

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

Transportation Authorization

Please select all that apply:

My student will be transported by parent/guardian.

My student may ride with a designated adult approved by the parent/guardian.

My student may be transported by an ASI-approved driver only when authorized in advance.

My student is not authorized to be transported by volunteers or mentors.

Student Name: _____

Authorized Pickup Person(s): _____

Persons NOT Authorized for Pickup: _____

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

Academic Records Release

I authorize Accomplished Students, Inc. to request, review, or discuss academic information related to my student for the purpose of mentorship, graduation support, college readiness, scholarship preparation, and educational planning.

Student Name: _____

School: _____

Parent/Guardian Name: _____

School Contact/Counselor, if known: _____

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



Student Success Plan

Student Name: _____

School: _____

Grade: _____

Expected Graduation Year: _____

Career Interest Areas:

Interest Area	Reason / Notes

College or Training Programs of Interest:

College / Program / Trade	Status / Notes

Student Goals for This School Year:

Goal	Action Steps	Target Date



Parent & Student Handbook Acknowledgment

By signing below, we acknowledge that we have received, reviewed, and understand the Accomplished Students, Inc. Parent & Student Handbook for the 2026-2027 Academic Year. We agree to follow the expectations, policies, and procedures outlined in this handbook.

Student Name: _____

Parent/Guardian Name: _____

Student Signature: _____ **Date:** _____

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

ASI Representative: _____ **Date:** _____