

Alpha Learning Academy
Home of the Spiritual Warriors
2014-2015

1960 Bruton Blvd. Orlando, FL 32805
Phone (407) 447-2897 • Fax (407) 841-0307

Dear Parent/Guardian:

I have reviewed the 2014-2015 Student/Parent Handbook and will make the commitment to review its contents with my student; in an effort to promote a better understanding of the *Alpha Learning Academy's* core practices, as well as expectations related to student conduct and academic performance.

My signature below acknowledges this review, as well as an understanding that my student will be held accountable for all policies and procedures outlined in the Student/Parent Handbook, at all times.

I further understand that this handbook may be amended during the year without notice. The administration will post updates to the official school website located at: www.alaorlando.org.

Parent/Guardian Signature

Date

2014-2015 ACADEMIC SCHOOL CALENDAR

Monday – Friday	August 11, 12, 13, 14	Pre-Planning
Wednesday	August 13	Staff Development Day
Friday	August 15	Meet the Teacher
Monday	August 18	First Day of School
Monday	September 1	Labor Day (No School)
Tuesday	October 15-16	Fall Pictures
Wednesday	October 22	End of 1 st Marking Period (47 Days)
Thursday	October 23	Student Holiday/Teacher Workday
Friday	October 24	Student Holiday/Teacher Professional Day
Monday – Friday	November 21- 28	Thanksgiving Break (No School)
Friday	December 19	Holiday Gala Program
Two Weeks	December 22 – January 3	Holiday Break (No School)
Thursday	January 15	End of 2 nd Marking Period (45 Days)
Friday	January 16	Student Holiday/Teacher Workday
Monday	January 19	Martin Luther King, Jr. Day (No School)
Monday	February 16	Presidents’ Day (No School)
Thursday	March 19	End of 3 rd Marking Period (43 Days)
Friday	March 20	Student Holiday/ Teacher Workday
Monday – Friday	March 23 - 27	Spring Break (No School)
Friday	April 3	Good Friday—No School
Tuesday – Friday	April 13 – 17	Stanford Achievement Test (S.A.T.)
Monday – Friday	May 4 – 9	Teacher Appreciation Week
Friday	May 22	Kindergarten Promotion & Awards
Monday	May 25	Memorial Day (No School)
Thursday	June 4	Last Day of School End of 4 th Marking Period (47 days)
Friday	June 5	Graduation
Thursday – Friday	June 4 - 5	Post Planning

1st semester: 91 Days (47/45) and 2nd semester: 89 days (43/47)
***Chapel Services are 1st & 3rd Tuesdays after the First Sunday from 9:30 – 10:30 a.m.**

VISION STATEMENT

The *Alpha Learning Academy* believes that our students are uniquely created and purposed with gifts endowed by our heavenly Father to glorify the perfect-finished work of our Lord and Savior Jesus Christ. As Christian educators, we are commissioned by faith to nurture, feed and attend to our students (*our seeds of promise*); which have been entrusted to our care. Collectively, we demonstrate excellence in Christian Education, with a focus on family engagement, academic achievement and student success.

OUR MISSION STATEMENT

The faculty and staff of the *Alpha Learning Academy* are committed to creating an environment purposed in strong student engagement and instruction; thus ensuring that all students have an equal opportunity to reach their God-purposed potential and actualize their unique role in the perfect-finished work of our Lord and Savior Jesus Christ.

PRINCIPLE STATEMENTS

Our philosophy of Christian Education is based on four principles:

1. Christian Education is God-centered

The *Alpha Learning Academy* believes that God is the Creator, purpose, and sustainer of all things. As such, true education must begin and end with God. God-centered education puts salvation first. It is important to change the hearts of children as we train their minds.

2. Christian Education is Bible-based

The *Alpha Learning Academy* offers academic excellence, while teaching its students how to apply what they learn in their daily lives. Every academic subject is taught as it is revealed in God's word, the Bible.

3. Christian Education is student-related

Each student is special to God and God knows the needs of each child. As such, the *Alpha Learning Academy* will endeavor to hire staff that demonstrates a commissioning by God to follow the guidance of the Holy Spirit, to nurture, feed and attend to our students (*our seeds of promise*); which have been entrusted to our care.

4. Christian Education is Godly character training

The *Alpha Learning Academy* believes that children learn some by what we say, more by what we do, but most by who we are in Christ. The *Alpha Learning Academy* considers it of utmost importance that the administration, faculty, and staff lead and guide students by exhibiting Godly behavior and character in their own lives.

STATEMENT OF FAITH

Christian Education is rooted in the Bible and recognizes God as the Supreme Authority in all matters. It teaches that man, who was created in the image of God, has fallen short through sin, but confronts man in his fallen state and directs him back to God for restoration and God's Word for guidance and instruction.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (**2 Timothy 3:16; 2 Peter 1:21**).
2. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit (**Genesis 1:1; Matthew 28:19; John 10:30**).
3. We believe in the deity of Christ (**John 10:33**); His virgin birth (**Isaiah 7:17; Matthew 1:23; Luke 1:35**); His sinless life (**Hebrews 4:15; Hebrews 7:26**); His miracles (**John 2:11**); His vicarious and atoning death (**1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9**); His Resurrection (**John 11:25; 1 Corinthians 15:4**); His Ascension to the right hand of God (**Mark 16:19**); and His personal return in power and glory (**Acts 1:11, Revelation 19:11**).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved (**John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5**).
5. We believe in the resurrection of both the saved and the lost--they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (**John 5:28-29**).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (**Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28**).
7. We believe in the present ministry of the Holy Spirit, by whose in-dwelling the Christian is enabled to live a Godly life (**Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:3-Ephesians 5:18**).

HONOR CODE

The *Alpha Learning Academy* is a representation of God's family and we subscribe to the following Christian responsibilities in our interactions one with another:

1. **Love God Wholeheartedly** – "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength." (Mark 12:30)
2. **Serve Others Joyfully** – "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others." (Philippians 2:3-4)
3. **Obey Authority** – "Obey your leaders and submit to their authority. They keep watch over us as men who must give an account. Obey them so that their work will be a joy, not a burden that would be of no advantage to you." (Hebrews 13:17)
4. **Work Diligently**- "Whatever you do, work at it with all your heart, as working for the Lord, not for men." (Colossians 3:23)

THE RESURRECTION OF CHRIST

Christ truly did rise from the dead and took his body with all things appertaining to the perfection of man's nature. He ascended into heaven and sits there until He returns on the last day to judge the world.

THE HOLY SPIRIT

The Holy Spirit, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father, and the Son.

ANTI-HARASSMENT POLICY

The *Alpha Learning Academy* believes in an environment in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation because of unwanted or unacceptable behavior from others. It is essential to the well-being of all, that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

SCHOOL HOURS

School begins at 8:30 a.m. Monday through Friday. Classes are dismissed at 2:45 p.m. on all school days, except Wednesday, when classes are dismissed at 1:45 p.m. Faculty and Staff hours are from 8:00 a.m. to 4:00 p.m. Office hours are from 8:00 a.m. to 4:00 p.m. Students not participating in our Extended Day Care should not arrive to school any earlier than 8:15 a.m. if he/she is not eating breakfast; otherwise they may enter the building at 7:50 a.m. for breakfast.

All students **must** be picked up no later than 3:00 p.m. on school days, except on Wednesdays, when students should be picked up no later than 2:00 p.m.

*Students who arrive to school prior to 8:15 a.m. (and are not eating breakfast) or who are picked up after 3:00 p.m. (after 2:00 p.m. on Wednesdays) will be charged for extended day services (\$15 per day) and will be added to your student's school account.

COST OF ATTENDANCE

All students offered admission to the Alpha Learning Academy are responsible for tuition, book and enrollment fees. Total cost of attendance may be subject to increase bi-annually.

Billing Terms and definitions to know:

Yearly Tuition	The amount charged for academic instruction.
Application Fee	Fee charged for all New applications to Alpha Learning Academy. The fee is non-refundable.
Enrollment Deposit	Administrative fee for record set-up costs associated with a new academic year. Paid upon submitting the enrollment contract & is non-refundable.
Book Fee	Fee charged for books and copyright materials utilized in classroom instruction. The fee is non-refundable upon ordering of materials.
Standardized Testing Fee	Charges associated with materials utilized for benchmark testing. The fee is non-refundable upon ordering of testing supplies.

The Alpha Learning Academy is a proud participant in the "Step up for Children" Scholarship program and the McKay Scholarship Program; both are annual scholarships, which require a new application each year.

The Tri-Alpha Scholarship is awarded to assist families with remaining cost of attendance after all other applicable scholarships and grants have been applied. All enrolled students are reviewed and considered for the scholarship based on available funds and a families' remaining cost of attendance obligations. *Tri-Alpha scholarship awards will vary every year based on available funds.

ENROLLMENT INFORMATION

Payment of all first time student enrollment and/or registration fees are due by published deadlines. Any payments received after the 20th of the month will incur a \$25.00 late fee. **All monthly payments must be current by the end of every month for your student to remain enrolled.**

The commitment to return process for the next academic year will open in early January. All returning families receive priority enrollment for the upcoming school year. By submitting the Commitment to Return packet by the **published** deadlines returning families will receive the Alpha Opportunity grant, which reduces the required re-enrollment fee of \$75 to \$25. **NOTE:** Returning families who submit their re-enrollment packet **after** the published deadline will pay the required re-enrollment fee of \$75.

SCHOLARSHIP & AWARD OFFERS

All registered students will receive a new scholarship and award offer letter by mid summer, which will detail the total cost of attendance, any awarded scholarships and grants, as well as reflect all payment of fees received to date. Families with a remaining balance will have the option of paying in full or submitting a signed Payment Plan Agreement and first payment installment by the stated deadline.

GOOD FINANCIAL STANDING

Being in *good financial standing* should be a consistent goal for all *Alpha Learning Academy* families. The *Alpha Learning Academy* considers our students a part of our academic family and will work diligently to support and empathize with unforeseen circumstances that may affect a family's financial situation. Please maintain consistent communication with the School Administration and Faculty to insure every opportunity to remain in *good financial standing* is within reach.

- Students who withdraw or are dismissed from the *Alpha Learning Academy* with unpaid balances are included on reports required by scholarship/funding programs; thus affecting future scholarship eligibility.
- School transcripts/ Reports Cards/Progress Reports are not eligible for release if a student's account is not in good standing.

EXTENDED DAY

The *Alpha Learning Academy* operates a before and after-school extended day program. This program is available to all students enrolled at the *Alpha Learning Academy*. The program provides before-school supervision from 6:30 a.m. until 8:15 a.m., and after-school supervision from 3:00 p.m. until 6:00 p.m. on school days, except on Wednesdays, when the after-school hours will be from 2:00 p.m. until 6:00 p.m. Students are expected to follow all rules and regulations as set forth by the *Alpha Learning Academy*.

The cost for this service is \$55.00 per week or \$15 per day. Payment is due on each Monday. In the event Monday is a holiday, the payment is due on the first day of the school week. Payment not received by the end of school day on Monday will be charged a \$25.00 late fee. Personal checks are accepted; however, should a personal check be returned for any reason, the parent/guardian must present cash, a money order, or a cashier's check to cover the returned check. Additionally, there will be a \$25.00 service charge.

***LATE PICK-UP** There will be a \$1.00 per minute charge for all students remaining in Extended Day beyond the six o'clock hour. These fees must be paid in cash. In the event the fees are not collected, the student may not return to Extended Day until the fees are paid. Instances of habitual tardiness in picking up students will result in dismissal from the program.

HOT LUNCHESES

The *Alpha Learning Academy* offers hot, wholesome lunches on a daily basis at a nominal cost of \$3.00 per day. Lunches may be purchased on a weekly or monthly basis at the beginning of each school week. To determine the cost, simply multiply \$3.00 by the number of days in the week or month that your student plans to eat with us. If paying by check or money order, please make payable to *Alpha Learning Academy*. During the lunch period, unless a parent is having lunch with their student, food may not be dropped off from an outside vendor. As a reminder, your student may bring a bag lunch from home; however, microwavable lunches are not allowed.

If a student has forgotten his or her lunch and has no money for lunch payment, he or she may charge a \$3.00 hot lunch to their student account. Charged lunch balances may not exceed \$12.00 and must be paid in full to resume eligibility for hot lunch. Students with lunch balances will continue to receive an emergency lunch until the lunch account is brought current; All lunch monies will be applied to any lunch balance.

EMERGENCY LUNCHESES

If a student not eligible to receive a hot lunch or forgets his or her lunch and has no money for lunch payment, he or she will be provided an emergency lunch which may consist of Peanut Butter & Jelly or Cheese Sandwich, fruit and milk. Parents(s) are encouraged to notify the Administration if they encounter challenges with providing lunch for their children during the school day.

MORNING DEVOTIONAL SERVICES

The *Alpha Learning Academy* conducts devotional services daily, which consist of prayer, scripture study, and pledges to the Christian and American flags and the Bible. Devotional services begin promptly at 8:40 a.m. **All students are required to participate. STUDENTS ARRIVING LATE TO SCHOOL MUST WAIT IN THE SCHOOL OFFICE UNTIL DEVEOTIONAL SERVICES HAVE CONCLUDED; AS TO RESPECT THIS TIME OF WORSHIP.**

TARDIES

Punctuality is an integral part of a successful school experience. School begins promptly at 8:30 a.m. Students who are not in Devotional Services at 8:40 a.m. are considered tardy and must be escorted by a parent/guardian to be signed in for the school day and receive a tardy pass. Students who are tardy because of medical and/or dental appointments are considered excused; however, verification of the medical/dental appointment must be presented. Additionally, should a parent be able to justify that the tardy was due to circumstances beyond their control, (car trouble, abnormal weather or traffic conditions, etc.), an excused tardy may be granted by the school administration at the time of notification. **More than (3) tardies (excused or unexcused) during a quarter (9 weeks) is considered excessive and will result in the following disciplinary actions:**

- **3 unexcused tardies ----- Formal Written Warning and (1) administrative absence**
- **6 unexcused tardies ----- Mandatory Family Conference (Attendance Contract)**
- **9 unexcused tardies ----- Home Suspension (1 Day) and Final Written Warning**
- **12 unexcused tardies ---- Student Dismissal**

STUDENT ABSENCES

Parents are responsible for their student's school attendance. Regular attendance is required by law and provides students with the opportunity to acquire specific skills and meet objectives that may not otherwise be possible. Parents must call the school at **(407)447-2897** during business hours or **(407) 901-4246** after normal business hours; when their student will not be in attendance. A written excuse indicating the date, reason for the absence and parent/guardian signature is required for each absence. If the student will be absent for more than three days a physicians note must be presented. At the discretion of the administrative staff, **a student who misses 10 or more actual days during a semester (18 weeks) may be retained in his/her current grade.** Students will be given a maximum of ten (10) days (two days per absence) to make up missed assignments due to absences.

***If a student must leave the campus during school hours, the parent(s) or authorized individual must come to the office with photo identification to sign out the student. Field trips and other special school-sponsored trips are not counted as absences.**

Pre-Arranged Absence

Any anticipated extended absence must be put in writing and signed by the parent or guardian and the faculty member. Major assignments/projects that are due during the extended absence are to be submitted to the teacher by a pre-arranged deadline. Failure to comply may result in an unexcused absence, as well as forfeiture of eligibility of assignments/projects to be accepted for academic credit.

***Perfect attendance is recognized each quarter (9 weeks). The student must be present each day of the quarter in order to earn perfect attendance recognition (excused absences will not count towards perfect attendance).**

DISMISSAL

If a student needs to leave campus during the school day, the authorized parent/guardian must come to the office with photo identification and sign out the student. Office staff will call for the student to come to the office for release to only an authorized parent/guardian.

In order to prevent classroom disruption during instructional review and homework assignment, students may not be signed-out after 2:00pm Monday, Tuesday, Thursday and Friday; and 1:00pm on Wednesday.

Students are not released to a parent/guardian directly from the classroom. Telephone requests for students to leave school are not accepted. Never is a student permitted to leave the school with anyone other than an authorized parent or guardian. Students are not permitted to walk home during the school day, no exceptions. Students who walk home after school may not return to the school unless they are involved in a school or church sponsored activity.

ACADEMIC PROGRESS

In order to meet promotion requirements, all students must maintain a cumulative grade point average of 2.0 or higher; or score at or above the 50th percentile on the Stanford Achievement Test. If a student does not meet promotion requirements and chooses to attend another institution for summer school, he or she again must have a cumulative grade point average from all semesters including the summer session equivalent to 2.0 or higher. Students also have the option of retaking the Stanford Achievement Test in the summer; however, the same requirements for promotion apply.

Progress Reports are generated via our school grading software program, THINKWAVE. Every faculty member will have access to the grading tool for his/her classroom. Progress reports will be sent home four and one-half (4.5) weeks into each grading period to keep parents up-to-date on their student's progress. Ongoing communication between parents and teachers is strongly encouraged, as no written report is all-inclusive. Please note that a student's account must be in good standing in order to receive progress reports.

Report Cards are generated via our school grading software program, THINKWAVE. Report cards are issued four (4) times during the school year. In conjunction with the report card schedule, the *Alpha Learning Academy* requires four parent teacher conferences throughout the year. Parent/teacher communication is imperative to the success of your student.

A numerical equivalent is used in Grades 1 - 5 as follows:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% & Below	F

The Kindergarten equivalent is as follows:

100% - 90%	O
89% - 70%	S
69% - 60%	N
59% & Below	U

The conduct scale is as follows:

Outstanding	1
Satisfactory	2
Needs Improvement	3
Unsatisfactory	4

HONOR ROLL

An awards assembly is held at the end of each quarter to recognize students who made the Honor Roll and/or had Perfect Attendance during the grading period. Students will receive Honor Roll certificates based on the following guidelines:

- **Gold Honor Roll:** Awarded to students who have a 3.75 - 4.0 GPA and satisfactory conduct.
- **Silver Honor Roll:** Awarded to students who have a 3.5 – 3.74 GPA and satisfactory conduct.
- **Bronze Honor Roll:** Awarded to students who have a 3.0 – 3.49 GPA and satisfactory conduct.

Note: *Honor Roll recognition may not be obtained with a conduct grade below satisfactory. However, students who have high academic scores and conduct grades less than satisfactory may receive achievement certificates.*

HOMEWORK

All assigned homework is outlined in a faculty member's lesson planning and will be entered into THINKWAVE. Parents will be encouraged to track the progress of homework via THINKWAVE with their access for the upper grades and by regular feedback with faculty. Homework is graded and made available for review via THINKWAVE on a regular and consistent basis.

STUDENT TESTING

Diagnostic tests may be administered to all students during the early part of the school year to determine their academic needs in reading and mathematics. During early spring of each school year, the Stanford Achievement Test is administered to all students to determine curriculum needs and to measure their progress. Parents are given the results of the test along with interpretations. Questions concerning interpretation should be directed to the school administration or teaching staff.

PARENT CONFERENCES M.Y.R Mid Year Review

Parent-teacher conferences are essential to student success and should be scheduled at the request of the parent or the faculty member at any point deemed desirable. It is not necessary for a problem to exist in order to schedule a conference. The school office will schedule a mid year review for varying grade levels for an opportunity for the parent to come into the classroom to review progress and hear any school updates that directly affect their student.

TEXTBOOKS

Textbooks are the property of the students. A replacement fee will be charged for any books issued to a student that is lost during the school year.

CODE OF CONDUCT

Train up a child in the way he should go; and when he is old, he will not depart from it. (Proverbs 22:6). It is understood that when a student enrolls in the *Alpha Learning Academy*, the parent grants the staff the authority for the control and discipline of students assigned to them while on school grounds or while under the school's authority. **Students are expected to follow the directions of all staff members, volunteers, and chaperones.**

The staff of the *Alpha Learning Academy* will make every reasonable effort to control disruptive behavior. If disruptive behavior persists or is severe, the teacher will direct the student to the school's principal with a description of the incident on a Disciplinary Referral. Once a Disciplinary Referral is written, it becomes a part of the student's permanent record.

***The staff of the *Alpha Learning Academy* has the authority to protect against conditions detrimental to learning, to students' physical and mental health, to safety and conditions causing injury to students, school personnel, and others.**

School Rules

- Raise your hand and wait to be recognized before you speak
- Listen and follow directions
- Be kind to others and be responsible for what you say and do
- Keep hands, feet, and objects to yourselves
- Absolutely no talking in the hallway
- Walk on the right side of the hallway with hands behind back
- Sit in correct posture at all times

Student Responsibilities – Students of the *Alpha Learning Academy* will:

- Attend school regularly
- Treat others with respect
- Treat school property and the property of others with respect
- Respect the privacy of others
- Listen courteously to the opinions of others
- Come to class prepared
- Maximize your learning opportunities
- Report dangerous situations to an adult in authority
- Report threats of any kind to an adult in authority

Student Rights - Students of the *Alpha Learning Academy* have the right:

- To have a safe and orderly environment
- To be treated with dignity and respect
- To express opinions and personal points of view
- To be secure in personal privacy
- To be informed of the rules of conduct
- To receive reasonable and fair treatment

VIOLATIONS OF THE CODE OF CONDUCT

The Principal or his/her designee shall exercise his/her professional judgment in determining the consequences to impose for violation of the Code of Conduct. These decisions will be made in accordance with the Discipline Code of Conduct as outlined in the Discipline Procedure section of this document. Students who violate the Code of Conduct and warrant expulsion from school will have a hearing before the school administration of the *Alpha Learning Academy*. A parent /guardian has the right to appeal to the principal for reconsideration of a disciplinary action imposed by the school, up to and including suspension. The Pastor is the final authority for any appeal.

***In an effort to correct un-Godly behaviors, the *Alpha Learning Academy* does practice corporal punishment. If the principal deems it necessary to utilize this form of behavior modification, the administration acknowledges your signature on the student pledge of cooperation as your consent.**

SEARCH AND SEIZURE

The administration of the *Alpha Learning Academy* reserves the right to conduct a "warrantless" search of persons, book bags, or any other storage areas on church property, if there is reasonable suspicion that illegal, prohibited, stolen, or harmful items may be concealed on the student or hidden anywhere on church property. A search based on reasonable suspicion may be initiated without consent of the student or parent/guardian. The student will be informed of the school's justification for conducting the search prior to the start of the search, as long as it does not place others in immediate danger.

DISCIPLINE PROCEDURES

The entire staff of the *Alpha Learning Academy* is charged with establishing an atmosphere throughout the school in which students can feel safe, secure and happy. Such an environment will maximize the opportunity for all to learn. Our desire is to follow ***I Corinthians 10:31***: "Whatever you do, (whether word or deed), do all to the glory of God." All staff will follow the Discipline Code of Conduct. Individual classroom rules will be provided.

Level 1 Infractions are generally handled by the classroom teacher and may include, but are not limited to the following:

Classroom disruptions, disorderly conduct, disrespect for others, dress code violations, insubordination, unexcused and/or repeated tardiness, gum chewing, eating or drinking in classroom without permission, inappropriate behavior in hallway, inappropriate behavior in cafeteria, not following before or after-school procedures, etc.

To remedy **Level 1 Infractions**, teachers may use progressive consequences as follows:

- First Offense: Warning to the student and/or parent contact
- Second Offense: Parent contact and written referral/documentation signed by parent
- Third Offense: Corporal Punishment, Home detention, time-out, or temporary removal from class at this point, a behavioral contract may be drafted as a part of the student's permanent record.

***Teachers will maintain a classroom record of offenses and consequences for each student.**

Level 2 Infractions are referred to the Principal in writing by the teacher and may include, but are not limited, the following:

Horse-playing or roughhousing, repeated insubordination, open defiance, reoccurring acts of classroom disruptions, reoccurring acts of disorderly conduct, reoccurring acts of disrespect for others, inappropriate language or materials, and etc.

To modify Level 2 Infractions, administration may use progressive consequences as follows:

- First Referral: Counseling with student, Parent contact, and/or Behavior contract
- Second Referral: Parent conference, written referral/documentation signed by the parent
- Third Referral: Home detention, Suspension

Level 3 Infractions are also referred to the Principal in writing by the teacher and may include, but are not limited, the following:

Fighting/ physical aggression/confrontation, intimidation/threats/harassment, bullying, cheating, stealing, gambling, use of profanity, destruction of property, repeated insubordination or acts of misconduct, inappropriate Internet use, possession of alcohol, drugs, or weapons, or receiving four referrals during the same semester.

To modify **Level 3 Infractions**, consequences may include corporal punishment, suspension, or recommendation for expulsion at the discretion of the Principal. ***A discussion of expulsion may be enacted immediately depending on the severity of the offense.**

Prohibited Articles:

Articles that are not permitted for any reason (**ZERO TOLERANCE**) and could result in immediate suspension or expulsion from the *Alpha Learning Academy* are as follows: guns, knives, explosives, tobacco products, matches or lighters, narcotics, alcoholic beverages, and obscene materials of any kind.

Computer Access and Control

The use and operation of all accounts, software, and programs must be in accordance with the guidelines set forth by the Administrative Staff. Please be mindful that all software is copyrighted. The guidelines are as follows:

- Threatening, obscene, and profane actions are prohibited
- Harassing, insulting, or attacking others via network communication is prohibited
- Notify the instructor immediately in the event of a security problem

DRESS CODE

The dress code is as follows:

BOYS

- Khaki or black pants or shorts
- Red polo style shirt with the school logo
- Black belt
- Black or white socks
- Black "soft bottom" shoes or loafers (athletic shoes are unacceptable)

GIRLS

- Khaki or black pants, shorts, skorts, or capris
- Khaki, black or **plaid* skirts or jumpers**
- Red polo style shirt with the school logo
- Black or white socks
- Black "soft bottom" shoes or loafers (athletic gym shoes are unacceptable)

***To ensure consistency: All Uniforms must be purchased from Alpha Learning Academy.**

P.E. Uniform Information for 3rd – 5th Grades:

- Gray t-shirt with school emblem
- Gray shorts w/ school emblem
- White socks
- Black athletic shoes

Kindergarten – 2nd grade classes are required to have a plain WHITE Tee shirt as a part of their gym uniform and all black athletic shoes.

***ALL SHORTS OR SKIRTS MUST BE KNEE-LENGTH. THE *Alpha Learning Academy* LOGO MUST BE ON ALL SHIRTS.**

The Alpha Learning Academy maintains the right to impose restrictions on dress for any or all of the following reasons:

- If the style of dress or grooming is disruptive;
- If the style of dress or grooming is detrimental to the health or safety of students or others; and
- If the apparel causes damage to the school building or equipment.

The Principal has the authority to make disciplinary decisions about restrictions of dress relative to these guidelines. Research indicates the clothes and accessories students wear to school influence their behavior, attitudes, and academic achievement. Please become thoroughly familiar with the school's dress code guidelines.

Dress Code Guidelines

1. Shirts, jackets, sweaters, patches and clothing that depict alcoholic beverages, drugs, cigarettes, vulgar language, worldly expressions or gestures will not be permitted.
2. Hats, visors, and any other head coverings are permitted only for inclement weather, and are NOT to be worn indoors during the school day.
3. Sunglasses are NOT to be worn or brought to school unless they are prescription sunglasses (which will NOT be worn indoors without a doctor's notice).
4. Lipstick, eye shadow, temporary tattoos and other types of make-up or body piercings are NOT permitted.
5. Bare midriffs and tank or spaghetti strap tops are NOT permitted.
6. Tight-fitting clothes/jeans (including spandex) are NOT permitted.
7. Shoes must be worn at all times. Strapless sandals, flip-flops, and high heels are NOT permitted. During winter months, boots may be worn to school however; the student must change into official uniform shoes for the school day.
8. Body piercings of any kind and dangling earrings for girls are not allowed (earrings worn by boys are prohibited).
9. Braids, plaits, twists, and locs are allowed during school if they are neat and clean. Hair must be pulled back away from the face, as to not interfere with instruction. Hair that is beaded must not pose an interference with instruction due to "playing" with or other students participating in "playing" with another student's hair. Boys should have haircuts that are low and deemed "business professional" Line designs and Mohawks are not permitted. *Any incidents of disruption attributed to "hair" will require parental action not limited to an immediate change in style, length, etc.
10. Pants are to be worn at or above the waist at all times. Belts are required on all pants or skirts having belt loops.

DRESS CODE CONSEQUENCES

School staff will contact the parent /guardian of any student who comes to school dressed inappropriately to either pick up student, bring the appropriate attire for the student to change into, or pay for a new uniform or missing item. **THE STUDENT WILL NOT BE ADMITTED TO CLASS or CHAPEL UNTIL HE/SHE IS IN PROPER UNIFORM.**

CHAPEL SERVICES

Chapel services are held every Tuesday throughout the school year. Formal Chapel is scheduled the first Tuesday after the first Sunday and will include communion service. Unless otherwise indicated, services begin promptly at 9:30 a.m. Chapel services may be conducted by a guest speaker, designated teacher, and/or assigned class.

MANDATORY CHAPEL SERVICE UNIFORMS

Girls are to wear black or plaid* skirts or jumpers, white dress blouses w/ school logo, black or plaid* cross ties, stockings or socks, and black "soft bottom" shoes or loafers. No slacks or athletic-looking shoes are permitted.

Boys are to wear black dress slacks, white dress shirts with buttons and school logo, black or plaid* ties, belts, socks, and black "soft bottom" shoes or loafers. No athletic-looking shoes are permitted.

*To ensure consistency: All Plaid uniform options must be purchased from Educational Outfitters of Orlando, no exceptions.

PHYSICAL EDUCATION

All students are scheduled for physical education classes during the week. All students are expected to participate when scheduled.

Doctor's excuses: Should a doctor advise a student not participate, the school will need a written statement from the doctor to that effect.

Parent's Excuses: Should the parents believe that their student is not well enough to participate in P.E., the school requests a note to that effect. With proper documentation, it is the policy of the Alpha Learning Academy to have an alternative classroom activity for the student while his/her class is in P.E. If an outside activity is going on and a student needs to remain indoors, the parents must make this request to the school.

PARENT-TEACHER FELLOWSHIP (PTF)

Parents' participation in the Parent Teacher Fellowship Organization is essential to student success. Parents play a vital role in the full educational process for students attending the *Alpha Learning Academy*. Meetings are held monthly and are posted to the school website for the entire school year. The PTF sponsors various fundraising events with proceeds going to identified needs of the school. In addition to fundraising, volunteers are needed by the PTF for a variety of projects and duties.

CHANGE OF ADDRESS, TELEPHONE, OR GUARDIANSHIP

It is vital for the safety and well being of your student that school personnel be able to reach you, if necessary, during the school day. Please notify the office of any change in your address, home or work telephone numbers, or emergency contacts. If there is any change in legal guardianship of your student, please notify the office at the earliest opportunity. The *Alpha Learning Academy* must have a copy of a court order specifying the applicable restrictions/restraints in order to prohibit a parent from picking up a student.

RESOLUTION PROCEDURES

There are appropriate ways to approach any problem that may arise during the school year. Mutual respect is expected between parents and teachers. Common goals can be readily achieved when a friendly, open relationship exists between the parent and teacher. Therefore, special mention is made of the best method for dealing with problems and complaints. It is expected that parents will observe the following the following guidelines:

1. When a problem or situation occurs contact should be made with the teacher immediately.
2. If a conference is requested, the teacher should schedule directly with the student's parent and notify the school office of the scheduled appointment.
3. If the problem is not resolved, a conference with the Principal, Teacher and Parent may be arranged.

VISITORS

The Alpha Learning Academy welcomes and encourages visitors. All guest are expected to make advanced arrangements with the teacher in order to visit the classroom. **ALL VISITORS ARE TO REPORT TO AND CHECK IN AT THE SCHOOL OFFICE SO THAT THE ADMINISTRATION IS AWARE OF THEIR PRESENCE ON CAMPUS.** Unscheduled classroom visits are permitted, however visitations are not allowed during core instruction hours (Reading, Math, Science, Social Studies & Language Arts). Birthday parties must be pre-arranged and scheduled during the last 30 minutes of the school day.

Visitors will be issued a Visitor's Pass, which must be worn and visible at all times, while on campus. When scheduling a parent-teacher conference, please instruct those attending to check in at the school's office prior to proceeding to the classroom.

VOLUNTEERS

Parents and community members are encouraged to become active volunteers at the Alpha Learning Academy. Students often exhibit a special pride in knowing that their parents are helping at school. For the safety of our students, all volunteers are subject to a background screening. Volunteers may assist in the classroom or with special projects. Parents/Guardians that would like to volunteer with our school should call or stop by the school office for further information.

TELEPHONE

Classes will not be interrupted during instructional periods to deliver phone messages to students, except in cases of emergency. Phone messages for students are logged in at the office and delivered by the end of the day. Teachers are not called to the phone during class time, unless it is an emergency.

SendHub

Our Faculty are expected to set up a free **SendHub** account and maintain electronic communication with the parents on school & classroom matters. Visit the website: www.sendhub.com and to set up a personal account and download the app to your smart phone.

Below are a few features of **SendHub**:

Voice Features

Voice Transcription - Voicemails are transcribed and stored as a text messages

Text Messaging Features

Messaging Options - Text messages can be sent to individuals or groups with scheduling

Attachments - Send any file: picture, PPT, excel, GoogleDoc to your mobile device

Manager Dashboard

Invite Parents/Guardians - Send a message to their phone, so they can add themselves

Texting - send and receive messages via the SendHub API

Text-to-join - create keywords for Text-to-Join

The school official **Sendhub** number is **(407) 901-4246**. Use of **Sendhub** will provide teachers and parents to exchange vital information via text messaging and voice mail communications. Please take advantage of this tool and to see the advantages of being informed on matters that concern your student's education. Use of **Sendhub** is voluntary by parents as standard text messaging rates via individual phone carriers will apply.

LOST AND FOUND

Any items found around the building will be placed in the lost and found. If textbooks are lost, students should check in the lost and found first. Any unclaimed items will be donated to the homeless ministry of the church.

MEDICATIONS

If your student must take prescribed medication during the school day, the medication must be turned in to the office. Only prescribed medication in its original prescription container will be allowed on school campus.

DELAYED DISMISSAL AND EMERGENCY SCHOOL CLOSINGS

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. Our school office will monitor weather alerts and it is expected that parent's/guardians will do the same.

The Alpha Learning Academy follows Orange County Public School System guidelines. Occasionally, an unforeseeable event or emergency may require the closing of school for a period of time. The decision to close school, or alter opening and closing times is made by the Principal after consulting with school administration staff and surrounding schools. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times.

DELAYED DISMISSAL AND EMERGENCY SCHOOL CLOSINGS

The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community. In cases of threatening weather, the Alpha Learning Academy monitors the National Weather Service, the Orange County Office of Emergency Management and local law enforcement officials to help make decisions about dismissal of students or closing school. School administration will strive to make the safest possible arrangements for students which may include the delay in dismissal of students during exceptionally hazardous weather conditions, such as lightning.

The Weather Delayed Dismissal procedures require that the nationally recognized "30-30 Rule" be enacted by if thunder is heard within 30 seconds of lightning strike. Students will not be dismissed until 30 minutes has passed from the last sound of thunder. However, parents and guardians will be allowed to sign their child out during these situations at the main school office.

Alpha Learning Academy will utilize **sendHub** to notify parents via text messaging about delayed dismissals, closings or other emergency conditions. In most situations involving delayed dismissal, students who walk or ride bicycles may be kept at school until parents can arrange for them to be picked up. The Principal has procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification. For safety purposes, a student can be released only to an adult who has properly been designated as an emergency contact and who has proper identification. Non-custodial parents who may pick up students must be listed with the child's emergency contact information as a guardian and also must show proper identification.

On behalf of the faculty, staff and administration of Alpha Learning Academy, we thank you for trusting our school with the care and education of your student. In addition, we pray the Lord's blessing on a successful and abundant school year. God Bless You.