



ALL ANGELS
ACADEMY

MIDDLE SCHOOL CODE OF CONDUCT

All Angels Academy seeks to instill a passion for intellectual curiosity, develop academic skills for life-long learning, encourage the pursuit of individual excellence, respect diversity, and promote service to others. Teachers and students work cooperatively to develop an atmosphere of mutual trust and respect, as both believe that they have a responsibility to create and promote a learning community that values scholarship and good citizenship.

All Angels' students are generally very well behaved. However, from time to time, students exercise poor judgment and make mistakes. We view misbehavior as the result of lack of foresight, not of character, and believe that we should respond in a fair, consistent, and respectful manner.

The intent of this handbook is to give general guidelines to be adhered to by students and parents. Sometimes, there will occur situations or circumstances not covered specifically by this handbook, and in those situations, the Administration reserves the right to exercise its best judgment in responding to such situations. The final decision of the Academic Dean and the Head of School shall be binding without the right of review by any body or party as the administration's judgment.

Additionally, the following Code of Conduct is intended to supplement the provisions contained in the Student/Parent Handbook and not to replace the Student/Parent Handbook.

Service Learning Requirement

Service Learning teaches commitment, responsibility, organization, time management, leadership, and the joy of giving to others. It provides opportunities for personal growth, constructive interactions, positive feelings, and the development of lifelong skills. Students are empowered to see the significant impact they can have in the community as they learn the valuable habits of being productive volunteers.

Students in grades 6th-8th are required to participate in approved community service activities with non-profit agencies for a minimum of five hours per year. Please note that these volunteer hours must be with non-profit charities, and unpaid work with for-profit



businesses will not be accepted as community service. Possible events include beach clean-ups, sponsored charity walks or runs, and volunteering at a food bank or boys and girls club. The School will provide information about local service projects and will organize several events each year. Students who do not complete the six-hour requirement will receive an incomplete on their transcript.

The premise of the Service Learning program at All Angels is fairly simple: we want our students to realize that they have a responsibility to take care of themselves, take care of others, and take care of our environment. We provide them with opportunities to give back to the community and to reflect on that experience. Our ultimate goal is to develop students who are engaged and empowered to play their part in changing the world.

Textbooks and Workbooks

Textbooks are distributed by the teachers and need to be covered with a non-adhesive, properly fitted material. Students should put their names in these books because they are responsible for the care and return of all books. If any book is lost or damaged, parents will be charged a replacement fee for the book.

Academic Probation

Academic Probation is a warning that is intended to alert a student that a change in effort and/or performance is necessary. A student will be placed on academic probation if the student receives one or more failing grades in any core or elective class. Once a student is placed on Academic Probation, a review of the student's progress will be made at each subsequent progress report or report card, and the probationary terms may be revised and continued, or the student may be returned to good standing.

Specific conditions for the Academic Probation will be determined through a collaborative process.

Some options that we can choose to exercise if a student is put on Academic Probation include, but are not limited to:

- Having their agenda signed by teachers in each class and by the parent daily.
- Constructing a progress report that will be sent home for review on a regular basis.
- Requiring tutoring in a specific subject area.
- Restricting the student from extracurricular activities.

Any student on Academic Probation will be ineligible to participate on an All Angels' sports team.



Classroom Conduct

Key values guiding appropriate conduct at All Angels Academy are respect, responsibility, cooperation, good will, and awareness of safety needs.

- A. Some conduct standards apply in all classes:
 - Be a respectful listener. Listen without interruption to whomever is talking and show tolerance for the ideas and questions of others.
 - Be gracious. Ask questions, discuss, and debate in a polite manner.
 - Be cooperative. Follow directions given by adults.
 - Be considerate. Leave it better than you found it; before leaving a room, restore it to a clean and presentable condition. Use each space and its furniture for the intended purpose only.
 - Be safe. Leaning back in chairs is dangerous. All four legs must remain on the floor.
- B. Individual teachers may also set guidelines particular to the needs of their classrooms and subject matter.
- C. Come to class prepared. Being prepared with required materials (notebooks, charged iPads, assignments due) when you report to each class is essential to the happiness of you and your teacher. Developing a self-check system before leaving your locker is a habit everyone should adopt.

Chapel

Students are expected to be respectful and attentive in Chapel, avoid socializing, and dress appropriately.

Language

- A. Profanity
All Angels Academy sets high standards and expectations for appropriate language. Students are not to use profanity or crude references at any time.
- B. Put-Downs
Students are expected to refrain from making any potentially hurtful comments, even in a joking manner.
- C. Rumors and Gossip
Students are expected to avoid spreading rumors and gossiping.
- D. Threats and Bullying
Students may not threaten, taunt, or otherwise provoke or harass another person.

Cellular Phones

While the school acknowledges that many children have cell phones, we also know that they can cause problems at school when used during the regular academic day. There is



a telephone in the office, which is available during the school day for emergency use. Cell phones should be kept in student lockers or book bags and should be turned off during the school day, unless specifically allowed by a teacher for an activity in class. Absolutely no cell phones are allowed in the bathrooms. Students who are discovered using the cell phones during the school day will have their phones confiscated and turned into the Head of School where they will be held for an indefinite period. This includes sending and receiving text messages.

Due to the concerns of many, that photo capabilities of cell phones increase the potential for inappropriate technology use on campus ranging from academic dishonesty to embarrassment of students who are photographed without their permission or in situations in which they may feel vulnerable, students need to be aware that taking photographs **of any kind** with their cell phones or their iPads is strictly prohibited on our campus, unless a teacher gives the students express permission to take photographs. Students who violate this policy will face serious consequences.

Social Media Policy

At All Angels Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, Instagram, SnapChat, YouTube and Flickr just to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing All Angels Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.



- Know and follow the school's Technology Acceptable Use Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) If you are uncertain how to proceed, consult your division head.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right ...



- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let the administration know immediately so the school can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names.
- Always respect the privacy of school community members.

Post images with care

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the "Do Not Photo" list. (Ask your teacher for details.)

Locker Searches

A student's locker or desk is the property of the school and is at all times under the control of the school. School administrators' may perform general inspections of lockers or desks at any time without notice and without consent. Students are not permitted to impede access to any locker. Students should keep their school locker locked at all times.



Gum

Students may not chew gum on campus, field trips, or while participating in athletics. The rule includes activities that take place after regular school hours, such as dances and other evening events.

Trash

We are very proud of our school. One of the ways we show this is by keeping trash picked up. It is EVERYONE'S responsibility to keep All Angels Academy beautiful. If you walk past a piece of trash, pick it up, even if you did not put it there.

Dance Parties

Student Council sponsors dance parties each year for our Middle School students. On occasion, our students may invite a friend from another school. Dance parties are school events, and everyone who attends is expected to honor School rules for conduct and attire. We want everyone to be safe and have a good time.

You will be asked to leave if your conduct is inappropriate. Our dance parties are not a place for:

- Rudeness to chaperones or other students
- Hitting or pushing
- Vulgar language
- Teasing
- Inappropriate attire
- Kissing
- Inappropriate bathroom conduct
- Leaving the party venue without permission

Please note that students whose clothing is too bare will be asked to wear a sweatshirt from the Lost and Found basket. Any student who persists in ignoring appropriate conduct and attire may not be able to attend a future dance party.

Infractions and Corrective Measures

Infractions have been rated at three levels: level one being the least serious and level three being the most serious infraction. Corrective measures for each level are also increasingly more severe. Parents must be contacted for level two and three infractions. One or more corrective measures may be employed as deemed necessary.



LEVEL 1	
Infractions <ul style="list-style-type: none"> • Classroom disruption • Disrespect and unkindness to others • Minor insubordination to someone in authority • Insubordination during school, including breaks or lunch • Uniform violations 	Corrective Measures <ul style="list-style-type: none"> • Parental Contact • Verbal Reprimand • Temporary removal from setting or time-out in classroom or main office • Trash duty • After school detention or removal from school related activities
LEVEL 2	
Infractions <ul style="list-style-type: none"> • Destruction of property • Open defiance to someone in authority • Threats/Intimidation • Forgery • Unauthorized absence from school or class, including leaving campus without written parental permission • Classroom disruption (major) • Disorderly conduct (major) • Disrespect and meanness to others • Misbehavior on school trips or related functions • False or misleading information • Profane or obscene language or materials • Violation of the Honor Code 	Corrective Measures <ul style="list-style-type: none"> • Parental contact (mandatory) • Parental conference • After school detention • In school suspension • Out of school suspension • Restitution of property or damages • Temporary removal from school related activities or programs • Community service to the school or church • Suspension or expulsion • Please refer to Honor Code
LEVEL 3	
Infractions <ul style="list-style-type: none"> • Fighting • Destruction of property • Gross insubordination and disrespect for those in authority • Stealing • False fire alarm • Other very serious misconduct 	Corrective Measures <ul style="list-style-type: none"> • Parental contact (Immediate, followed by written notification by teacher or administration) • Immediate removal from setting • Out of school suspension • Removal from school related activities or programs



<ul style="list-style-type: none">• Violation of Technology Acceptable Use Policy• Possession of potentially dangerous contraband	<ul style="list-style-type: none">• Community service to our school or church• Expulsion
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Please sign and return the Acknowledgement Form for Review of On-Line Documents.

