

ALL ANGELS ACADEMY

Parent / Student Handbook

2021-2022

About this Handbook

This handbook for parents and students provides information regarding the rules, expectations and practices of All Angels Academy. It answers many questions that arise during the course of the school year and serves as a useful reference tool for parents and guardians. Parents are responsible for knowing the information provided in this Handbook; enrollment of a student implies agreement by parents and students to support the policies and practices of the school. Any updates to this Handbook will be posted on the website and emailed to all families.

Vision Statement: We strive to be a vibrant beacon of God's love and mercy, open to all people, dedicated to living the Gospel of our Lord Jesus Christ. We seek to be a caring church and school family dedicated to raising children in a Christian and educational environment, and we will continue to uphold the Anglican tradition and work within the inspiration of the founding mothers and fathers of All Angels, according to God's love.

Mission Statement: The mission of All Angels Academy is to develop the whole child by challenging the mind and nourishing the spirit in a diverse community guided by Christian values.

Philosophy: All Angels Academy seeks to provide a superior education for the whole child, so that each one who comes to us leaves with a foundation of academic skills, spiritual awareness, and self-esteem upon which can be built the dreams of a lifetime. The school is an outreach of All Angels Episcopal Church and serves pre-school through eighth grade students of many religious, ethnic, and socioeconomic backgrounds. Attracting and retaining this diverse student body is an integral part of our mission.

Our faculty and staff cherish and respect each student as a unique individual. We are dedicated to providing an outstanding and challenging academic program tailored to the needs of each learner. Through self-discovery, we encourage each student to develop moral values, self-discipline and a well-rounded personality.

Students are expected to develop self-discipline while they accept the guidance and direction provided by staff and administration. In guiding the student's growth in Christian attitudes and habits of virtue, All Angels Academy's policy is to emphasize the positive rather than the negative. We believe the nature of discipline involves a caring attitude for the student by allowing them to make choices. They have the opportunity to exercise self-discipline. As students are free to make choices, being aware of school policy, the students take upon themselves the natural consequences that flow from their actions.

The following attitudes are emphasized at All Angels Academy:

- Respect for all people, students and adults alike
- Respect for authority and campus rules
- Sense of trustworthiness and honesty in one's work and actions
- Proper safety habits and care for school property
- Accepting responsibility for one's own behavior

Community Expectations: All Angels Academy believes that a positive and constructive working relationship between the school, the students and the parents and/or guardians is essential to the accomplishment of the school's educational mission and philosophy. We believe the fulfilling of the expectations listed below will guarantee an optimal educational experience for your child

Accepting responsibility for one's own behavior Community Expectations: All Angels Academy believes that a positive and constructive working relationship between the school, the students and the parents and/or guardians is essential to the accomplishment of the school's educational mission and philosophy. We believe the fulfilling of the expectations listed below will guarantee an optimal educational experience for your child.

Your Expectations of All Angels	Our Expectations of Parents
<ul style="list-style-type: none"> To fulfill our mission To provide a safe and caring environment To relate honestly and openly about your child To treat each student with courtesy and respect To communicate regularly To encourage your involvement To provide faculty and students with varied learning opportunities To provide consistent values and discipline procedures To respond to parents' concerns To enforce the school dress code 	<ul style="list-style-type: none"> To support our mission To provide a quiet place for study To communicate honestly and openly child about your child To treat the faculty and staff with respect courtesy and respect To read school communications and attend meetings relating to your child To volunteer your time To support fund-raising efforts to the learning opportunities extent that you are financially able To support the school's values and procedures discipline procedures To seek information and facts rather than rumors To send students to school dressed according to the school dress code

Accreditation: All Angels Academy is accredited by the Florida Kindergarten Council. All Angels is also a member of the Independent Schools of South Florida.

CURRICULUM AND EDUCATION

The accredited academic areas of All Angels offer a comprehensive education designed to challenge each student to attain his or her personal best. We encourage students to maintain high academic performance. Our philosophy enables us to accept students with a wide-range of academic abilities, and to emphasize total child development. We seek to maintain a blend of both academic and enrichment programs. Children of diverse religious backgrounds are welcomed and included, and their religious heritages respected. With religious education coordinated by the School's Rector, students are exposed to Christian teachings and the liturgy of the Episcopal Church.

The Preschool provides an environment that furthers the development of the "whole child." The curriculum is designed to "construct knowledge" through active involvement in relevant, interesting, and

hands-on activities. Classrooms provide learning centers and materials to develop the physical, intellectual, social, spiritual, emotional, and creative talents of young children. Our goal is that our children will develop an enthusiasm for learning that will last a lifetime.

The Elementary School follows a sequential and integrated curriculum, based on a continuum of learning from grade to grade. Learning basic skills and problem-solving strategies is an important aspect of the child's total development. Student projects, presentations, and hands-on activities foster the creative and expressive talents of each student and encourage active learning.

The Middle School provides a dynamic, challenging, and interactive curriculum as students span the transitional period between the elementary years and a successful high school program. We offer an education that relies on the development of character, reasoning, responsibility, faith, and respect in an environment with high personal and academic standards.

ATHLETICS

Youth sports programs provide young people with a safe environment in which they have fun, build character, learn to practice sportsmanship and develop skills and traits that help them become responsible citizens. Under no circumstances should there be any verbal abuse of officials, administrators, coaches, athletes, spectators or other parents at any of our sporting events. If necessary, the administration will remove any student from the program who displays an unsportsmanlike manner. Any parent reacting inappropriately at the sporting event will have their child removed from the program. Please refer to the Athletic Philosophy for more information.

ADMISSIONS POLICY

The purpose of All Angels Academy is to assist the intellectual, social, moral, spiritual, and physical development of its students in a nurturing Christian community. Towards that end, we seek students who demonstrate the ability and potential to benefit from our academic programs, and parents who demonstrate a commitment to the goals of the school, to the total development of their children, and to their children's success in achieving the high expectations of All Angels Academy. All Angels Academy admits student of any race, color, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

All Angels Academy does not discriminate on basis of race, color, national or ethnic origin in the administration's policies, scholarship, athletic or other school-administered programs. Where appropriate, testing is used as a tool to provide information to assist in the assessment of each candidate. In all cases, the school retains the right to determine, in its sole discretion, whether or not to select a student for admission or to re-enroll a student. Typically, those decisions are based upon multiple criteria: academic readiness or qualification, developmental maturity, affiliation with the school and church, diversity and gender balance, and appropriateness of the match between the family and the school. If a student is accepted and enrolled, parents agree to abide by all financial, academic, and disciplinary policies of the school as stated in the Student/Parent Handbook.

Special admission consideration is given to current students, siblings of current students and alumni, and children of active All Angels Episcopal Church members. Students are admitted until all available places

are filled. Those who meet eligibility requirements for admission but for whom no space is immediately available are assigned to an applicant pool, from which placements are filled as they occur.

HOURS, ARRIVAL, DISMISSAL AND TRANSPORTATION

Office Hours: 8:00 a.m. -4:00 p.m. Monday -Friday
The Office will be closed during Chapel services.

School Hours:

Preschool	8:15 a.m. -11:30 or 8:15 - 3 p.m.
Kindergarten	8:15 a.m. -3:00 p.m.
Elementary	8:15 a.m. -3:00 p.m. (2:00 p.m. dismissal on Wednesday)
Middle School	8:15 a.m. -3:00 p.m. (2:00 p.m. dismissal on Wednesday)
Early Bird Club*:	Preschool 7:30 a.m. -8:10 a.m. (in Pre-K Classroom) 1 st -8 th Gr. 7:30 a.m. -8:10a.m. (in Martin Hall)

*NOT AVAILABLE DURING A PANDEMIC

After School Care:

After School Care is provided for any student until 6:00 p.m. for an additional fee. Drop off and Pick up Policy for Elementary and Middle School students: The safety of our students is of utmost importance and as such, everyone must adhere to the following guidelines:

- § Drop off time is 7:55 a.m. -8:10 a.m. and pick-up time is between 3:00 p.m. -3:10 p.m.
- § All students arrive and are dismissed through the circular driveway in front of the Church.
- § IT IS NOT SAFE for children or parents to walk through the driveway drop-off and pick up line during arrival and dismissal times. To walk your child into the school building, please park and use the two opening along the fence. Otherwise use the drive-through procedures.
- § Please do not turn into the pick-up line in front of cars already in line.
- § Please do not use your cell phone in the drop off and pick up area and do not drive in excess of 15 mph.
- § ALL teachers are on dismissal duty and not available for conferences with parents until 3:15 p.m.

Late Arrival: Students will be counted tardy after 8:15 a.m. Please make every effort to have your child to school on time. Late arrivals miss the opening activities and often have difficulty adjusting to the day's routine. Late arriving students disrupt the flow of teaching and instructional quality for all students in the classroom. Students arriving after 8:15 a.m. must first come by the school office to collect a tardy slip and then proceed to class.

Arrival: Our Early Bird Club is available from 7:30 a.m. -8:10 a.m. for the convenience of our parents. There is no charge for this service. However, this service is not available during a pandemic.

After 8:10 a.m., parents will take their child directly to the office. Please do not leave your vehicle in the driveway at any time. There is parking available on the north and south sides of the school property.

Chapel: Chapel is a beautiful and special start of the day at All Angels. You have a standing invitation to attend our services. As an Episcopal school, our chapel service is an important part of our school day. All children are expected to attend and not walk in late to the chapel service.

Dismissal: Preschool students and Kindergarten students are dismissed from the classroom door. All students will be sent to after school care at parents' expense 10 minutes after dismissal time. The minimum charge for after school care is \$10.00 a day. Students who are released to someone other than their parent or guardian must have written parental permission on file. Students who are leaving school before the end of the day must be dismissed through the school office. If for any reason pick up arrangements have been changed at the last minute, call the school office to notify the school. Do not contact your child via their cell phone or text or depend on an email. There may not be sufficient time to check emails prior to dismissal. Any student riding a bike and/or walking to and from school must give prior written notification to the school office.

Transportation: Transportation to and from school is the responsibility of the parents. Our insurance is limited to the confines of the school grounds. If your child takes a bus to or from school, the school must have relevant contact information. When field trips are scheduled, the bus service provides their own insurance.

ATTENDANCE POLICIES AND PROCEDURES

Attendance: The school believes that REGULAR AND PUNCTUAL SCHOOL ATTENDANCE is vitally important and attendance at flag salute and Chapel is expected. It is the responsibility of parents to cooperate with the school in encouraging students to establish a good record of punctuality and school attendance. We consider this to be a practical life skill that each student will need. Prompt, daily attendance at school is to be a characteristic of every All Angels' student. All absences and tardies are recorded for each class on the permanent report card. Repeated violations will result in a parent conference.

Classroom attendance is taken at 8:15 a.m. **School starts at 8:15 a.m. and all students should be in their classroom ready to begin their day at that time.** *Parents may only walk their child to class on the first day of school, after that the expectation is that students are dropped off in carline between 8 - 8:15 am.*

Absences: If a student is absent, the school should be notified by 8:30 a.m. Upon their return, students will be given two (2) days for each day absent to complete assignments and tests. It is the student's responsibility to request any missed assignments and/or tests from the teacher. Excessive absences affect a child's academic progress; children can copy notes or make up most assignments, but they can never get back that which is most important: discussions, group work, questions, or explanations. Built into the school calendars are scheduled breaks. Please plan family vacations and outings on these dates only. Parents are requested to schedule dental and medical appointments during school holidays or after school. *As there will be more group work and project-based learning this year, missing group time and collaborative efforts will impact that portion of a child's grade when missed.* Prior arrangements for any planned absences should be made with the child's teacher.

Excessive Absences: Students in grades K-8 who are absent from school for any reason for five days or more in any one quarter may receive an incomplete for that class, and may result in the student not being promoted at the end of the year. This is especially important after the pandemic and the effects of hybrid and online learning. This incomplete will be reported on the student's report card. Additionally, parents will be required to a meeting with the Head of School.

Tardy Policy: Promptness is a habit we strongly encourage. It is essential to the learning process and a value we strive to practice and instill in our students. *Promptness represents a sense of personal responsibility, a respect for the academic process and a spirit of concern and consideration for others.* Knowing that children learn best early in the day, important information is presented at the beginning of the day. When a student is late to school, the rhythm of his/her day is disrupted and important information covered at the beginning of the day is missed. With that in mind, all students are expected to arrive on time at 8:10 a.m., ready to begin the day at 8:15 a.m. Students arriving after 8:15 a.m. must report to the school office for a pass to assure that attendance records may be accurately recorded. A parent conference may be requested when a student is repeatedly late to school.

Each student is allowed THREE (3) tardies per grading period. If a student exceeds three (3) tardies in one grading period, they will not be eligible for perfect attendance certificates presented at honor roll assemblies. Students may not make-up quizzes and tests they miss due to tardiness. Additionally, students in Middle School will receive an "Uh-Oh Card" for each time they are tardy. Uh-Oh points may restrict middle school students from various activities including free dress days and school dances.

VPK Record Keeping: VPK attendance will be recorded daily. Those dropping off or picking up a VPK student must sign the child in/out every day. VPK Parents are required to verify their child's attendance for the prior month on the "Child Attendance and Parental Choice Certificate Form." If for any reason, a child arrives at All Angels but is not allowed to stay in school (e.g., for disciplinary reasons, including tardiness or uniform violations), the child will be marked as absent.

SCHOOL SERVICES

Lunch: All students staying past noon should bring a nourishing lunch and drink –no fast food, no sodas and no energy drinks, please. We have a microwave available in the Preschool for reheating only, not for "cook from scratch" items. Teachers are not responsible for assembling lunches. The microwave is not available for Elementary or Middle School students. The students' lunches must be brought with them every morning.

Students arriving in school without lunch will be provided a meal from the pantry and billed \$5.00. A pizza, chip, & drink lunch will be offered each Friday at a cost of \$5.00. Friday lunch will be served beginning at 11:30 a.m. so that Pre-School students who leave at noon may also participate. Please give lunch money to the homeroom teacher and exact change is necessary.

After School Care: Our after-school care program is available until 6:00 p.m. Preschool "Napsters" Children rest on cots from 1:00 –3:00 p.m. Each child must have a one-piece blanket/pillow for naptime. Sleep items must be labeled with the child's name. Students receive a snack after rest time, and then participate in play, arts and crafts and playground time. Kindergarten students will be given the opportunity to work on their homework assignments.

Elementary and Middle School

After school care will begin with a few minutes of playtime after which the students will have a snack and begin their homework. After homework, they will be involved in outdoor games, an occasional movie, and other activities. If your child stays for after school care, you will be asked to sign him/her out in the after-schoolroom. In addition to our after-school program, enrichment classes are offered for an additional charge. Separate registration and fees are required for enrichment classes. Enrichment classes are scheduled to begin in October. Information will be included in the newsletter and on the school website. The after-school program provides supervision for students until 6:00 p.m., upon completion of their regularly scheduled school day. After 6:00 p.m., parents must sign a form indicating a time of pick-up and

will be billed \$2.00 per minute by the school. Our staff and their children need to go home at 6:00 p.m. Holiday care may also be available on designated non-school and early release days.

UNIFORM CODE

Uniforms: A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for regular school days. All students shall wear a school uniform daily. Our uniforms are available for purchase from:

AA Uniform
8807 SW 132 Street
Miami, Florida 33176
Telephone Number: (305) 254-000.

Some approved items are available online through Lands' End.
Our school code is 9001-2202-9.

UNIFORM REQUIREMENTS

GIRLS - PK3 -5TH GRADE

KNIT: White, Navy and Yellow polo style shirt with embroidery
(*White polo style shirt required for Chapel Day*)
BLOUSE: White round collar *must wear with Jumper
SKORT: Tab Skort in plaid #80 and in navy
JUMPER: Drop-waist in plaid #80 with embroidery *must wear with Blouse
SLACK: Navy (4025, 4047) with AA logo
SHOES: Grade PK3-5: Black or Brown Mary Jane Dress Shoes

GIRLS - 6TH -8TH GRADE

KNIT: White, Navy and Yellow polo style shirt with embroidery
OXFORD: White Short or long sleeve *Required for Chapel Day (no embroidery needed)
VEST: Navy with embroidery *Required for Chapel Day
SLACK: Khaki and/or Navy (4025, 4047) with AA logo
SKORT: Tab Skort in plaid #80, navy or khaki
TIE: Navy/Gold stripe *Required for Chapel Day
SHOES: Black or Brown Dress Shoes

BOYS - PK3 -5th

KNIT: White, Navy and Yellow polo style shirt with embroidery
(*White polo style shirt required for Chapel Day*)
PANT: Navy with AA logo
SHORT: Navy with AA logo
SHOES: Grade PK3-5: Black or Brown Dress Shoes

BOYS ~ 6TH -8TH GRADE

KNIT:	White, Navy and Yellow with embroidery
OXFORD:	White Short or long sleeve *Required for Chapel Day (no embroidery needed)
VEST:	Navy with embroidery *Required for Chapel Day
PANT:	Khaki and/or Navy
SHORTS:	Khaki and/or Navy
TIE:	Navy/Gold stripe *Required for Chapel Day
SHOES:	Black or Brown Dress Shoes

ALL STUDENTS:

GYMSHORTS:	Navy mesh (Grades 1-8)
T-SHIRT:	Gold with screen print (Grades 1-8)
FLEECE:	Navy with embroidery
SWEATSHIRT:	Navy with embroidery
SWEATER:	Navy Cardigan with embroidery
BELT:	Black or Brown

- ✓ Students are required to have shirts tucked in at all times.
- ✓ The length of skorts must be no shorter than fingertip length.
- ✓ Pants and skorts must not fit a student too tightly.
- ✓ Additionally, uniforms must be clean and without stains.

PE shorts are required for Elementary and Middle School students. Students not dressed in the appropriate PE uniform will have their grade lowered on a daily basis. Students need a reusable water bottle and drawstring knapsack for PE clothing. While there is variety available in our uniform code, special occasions require specific uniforms. Cold weather days require cold weather wear as noted above. Long sleeve polo shirts are available.

On Chapel for Elementary and Preschool students is on Tuesday. They are required to wear a white polo shirt. Middle School chapel is on Thursday. Students are required to wear their white oxford shirt with the navy vest and the tie. The uniform for field trips will be outlined on the field trip form. Every student participating in a field trip must be in the appropriate uniform.

Please note: Any undershirts worn by the student must be white, short-sleeved, and not visible. If pants or shorts have loops, the students must wear a belt, regardless of age!

Free Dress Days: On designated free dress days, the students may wear neat clothing of their choice. Free dress days give students an opportunity for a change from the regular uniform requirements.

Long pants, unripped jeans, sweats, or shorts are acceptable clothing for boys; and skirts, dresses, slacks, or unripped jeans for girls. Shorts or skirts may not be shorter than "finger-tip" length.

Students may **NOT** wear oversized clothes, baggy and/or drop-waisted pants, short-shorts, revealing clothing, bare midriffs, tank tops, hats, sunglasses, inappropriate shoes, or any article of clothing with an inappropriate or offensive logo or design. Students will be asked to change into their uniforms if there is a problem. The school administration reserves the right to determine whether any student's attire is within the guidelines of decency and modesty.

Hair: Hair must be neat and clean. No hats or bandanas may be worn. Boys' haircuts must be above the collar, off the ears, and out of the eyes. Girls' haircuts must be off the face. The Head of School is final arbiter of whether a student is in need of a haircut. Hair may not be died unless for a costume.

Jewelry: Girls with pierced ears may wear stud earrings, only. More than one set of earrings on girls, large necklaces with charms, earrings on boys or visible piercings of other body parts will not be permitted.

Nails/Makeup: Clear nail polish may be worn. Colors and fake nails not permitted. Students may not wear makeup to school.

Violations: The uniform code will be strictly enforced. Students out of uniform will be sent to the office. Parents of students not wearing a uniform will be contacted to bring their child the official school uniform. The student who is in violation of the uniform code shall be asked to wait in the library until the violation is corrected.

Lost and Found: All articles that belong to your student, regardless of age, should be LABELED WITH HIS/HER NAME. Found articles will be brought to the Lost and Found basket in the School Office. A student may retrieve an item from the Lost and Found with a payment of \$5.00. On a monthly basis, all unclaimed articles will either be given to charity or put in the school uniform store.

In the event of a hurricane or other unusual circumstance, All Angels will dismiss and resume classes generally in accordance with the announcements of the Miami-Dade County Public School System. You may also call the school for recorded information. Please remember that the phones do not work during power outages but, due to the construction of our rooms, we have plenty of ventilation and lighting.

Bumps and Bruises: The staff will complete an accident report on all students who are injured and require more than a hug and TLC. The adult who picks up the child at the end of the day must sign the accident report. You will be notified by phone immediately of any serious injury.

PARENT TEACHER ORGANIZATION _____

The PTO plays an integral role in the growth and development of All Angels Academy. All parents and teachers are encouraged to become members of the PTO. We need you to take an active role in school affairs. A well-informed group of parents adds to the strength of the school. There will be many projects throughout the year, which will need your time and talent.

Membership dues are \$10.00 per year per family. You may deliver your dues to the school office. Make checks payable to All Angels Academy PTO. Only paid members may vote, but all parents are encouraged to attend PTO meetings and participate in PTO activities.

FINANCIAL INFORMATION _____

Tuition and Enrollment Fees for Preschool through 8th Grade:

All Angels Academy is operated on a not for profit basis. Great care is taken to keep fees and tuition as low as possible. There is no "cushion" built-in. Tuition and other fees are used solely for the school to maintain quality staff, equipment, supplies and buildings. Therefore, it is imperative that all tuition and after school care fees be paid on time. We will permit a five (5) day grace period, following which a \$25.00 late fee will apply. If full payment is not made by the end of each month, your child will not be

permitted to return to class until your account is brought current. After school charges must be current also. In some circumstances, exceptions to this policy may be made at the recommendation of the Head of School. ***Parents will receive monthly billing statements electronically***, which will include after-school care, late fees and any other fees or required payments. The teacher will collect Friday lunch and field trip money.

REGISTRATION FEE (ALL NEW STUDENTS) – \$250 is required at time of registration.

ANNUAL FEES

Supply and Activities Fee:

K	\$595
Grades 1 – 8	\$900
New Students Grades 5 -8	\$1,400 (includes iPad with 2 yr. Apple Care)
Growth & Development Fee	\$ 350 (per family)

TUITION

KINDERGARTEN – GRADE 5 \$7,500 yr due in 10 payments of \$750 or 12 payments of \$625.

MIDDLE SCH. GRADES 6-8 \$7,700 yr due in 10 payments of \$770 or 12 payments of \$641.97.

SMART Program (*St. Michael's Academic Resiliency Tract*) Additional \$3200 Language Arts pull out program

PreSchool Tuition

REGISTRATION FEE ALL NEW STUDENTS \$250 is required at time of registration.

FEE SCHEDULE

TUITION

Supply and Activities Fee	\$250
Non-VPK Monthly Tuition	
PreK3 & PreK4 (8:15 AM - 3:00 PM)	\$350
Except for Wednesday dismissal at 2pm	
<i>Must bring packed lunch</i>	
VPK Monthly Tuition	
VPK: 3 hours (8:15AM - 11:15 AM)	FREE
VPK: 7 hours (8:15 AM - 3:00 PM)	\$200
Except for Wednesday dismissal at 2pm	
<i>Must bring packed lunch</i>	

OTHER FEES All school fees are non-refundable.

1. After school care is available for all grades 2pm (Weds) & 3pm (M/T/R/F) until 6:00 pm for an additional charge of \$10 day. \$2 minute for every minute past 6 pm is paid directly to aftercare worker.
2. Each family is required to complete a minimum of 25 volunteer hours per year and/or pay \$20.00 an hour for any hours not completed.
3. Each family is required to buy or sell 10 Silver Ball Raffle Tickets at \$20 each. Raffle tickets are drawn every week of the school year. They are due by Friday 7 October 2021.
4. Each Grade 8 student is required to pay a Graduation Fee of \$150.

PAYMENT SCHEDULE

July 1 – Supply and Activities Fee and Growth & Development Fee are due.

July 1 – First payment of tuition due if selecting 12 payments.

August 1 – First payment of tuition due if selecting 10 payments.

May 1 – Last payment of tuition if selecting 10 payments.

June 1 – Last payment of tuition if selection 12 payments.

Other Requirements:

Required Fundraiser: The Silver Ball Raffle is the only required fundraiser in which families must participate. Each family must *purchase or sell* 10 Silver Ball Raffle Tickets for \$20 each for a total of \$200. A raffle ticket is pulled every week of the school year. A winning ticket with worth \$50 cash and it is returned to the raffle bucket for another chance at winning.

Volunteer Hours: Each family must complete a minimum of twenty-five (25) volunteer hours per year and/or pay \$20.00 an hour for any hours not completed.

Graduation Fee: Each Grade 8 student must pay a \$150.00.

Growth & Development Fee: These monies help our school stay current while also reaching towards the future requirements that will provide an excellent education.

Annual Fund: Also called The Angel Fund. Parents can take a leading role in ensuring the financial health of the school. Faculty, alumni, parents of alumni, grandparents and friends of the school make All Angels Academy a fine institution of learning. We rely on you to support and build on these traditions by contributing to our Annual Fund, and we thank you!

The Angel Fund, the top priority among the School's fundraising projects, supports and strengthens the overall academic program, and has a tremendous impact on the quality of educational programs at All Angels Academy. Parent participation is the key to Annual Fund Success; and your gift, at any level, is appreciated. The goal each year is to reach 100% parent participation, since each and every student benefits from the campaign proceeds. Contributions are tax deductible as allowed by law. Annual Fund dollars are utilized in the operating budget.

Discounts:

Siblings - In families with more than one child enrolled, the oldest child pays full tuition. Siblings are entitled to a 10% tuition only discount, but pay full registration and supply fees.

Pledging Parishioners receive a ten percent (10%) discount off tuition, but pay full registration fee, supply fee and technology fee. Only one discount may be applied.

Returned Check Policy: There is a \$35 fee charged for any check returned unpaid by the bank. Please advise the school immediately if your check is returned unpaid. Subsequently, we will require payment in cash, money order or cashier's check.

Withdrawal: The office must receive written notification of a parent's intent to withdraw a student from All Angels Academy. Please refer to student enrollment contract for terms of withdrawal.

ASSESSMENT

Preschool and Kindergarten: In Pre-Kindergarten and Kindergarten, children are continually assessed. Skills are introduced, practice is provided, and mastery is noted. Teachers communicate informally and formally with parents on a regular basis. Formal progress reports are mailed home twice a year: at mid-year and the end of the year. Other conferences may be scheduled as necessary during the school year.

Elementary and Middle School: A professional evaluation of the student by the teacher is intended to give a general picture of a child's progress. Assessment is based on every observable facet of a child's performance in the classroom. This may include class participation, active interest in discussion, and quality of homework and class work, as well as assignments, quizzes, tests, projects, and portfolios. Letter grades reflecting number percentages will be given in grades one through eight.

Each spring a standardized test is administered to all students in grades one through eight. Additionally, Middle School students will be taking midyear and final exams. Each of these exams will count as 10% of the student's final academic grade. Please refer to the School Calendar for further information regarding the dates of these exams.

Changes to Curriculum: Here at All Angels Academy there is an academic level to which all students are expected to rise. Occasionally, a student will need extra help to reach that goal. That help may include tutoring, mentoring or classroom accommodations.

As we strive to meet the needs of individual students in our classrooms, changes in the delivery of the curriculum may be made to address students' individual needs. However, special accommodations for individual students will be made only in consultation with the Administration and after appropriate testing has been completed. An accommodation is an adjustment in time allowed to complete assignments or tests, the quantity of work given, or the type of assessment used based upon a formal psycho-educational evaluation.

If accommodations are made, parents are required to meet with teachers once a quarter to evaluate the individual learning plan of the student so as to make any necessary changes. It is the parent's responsibility to keep their child's IEP current. An IEP is current for only 3 years and then a re-evaluation must be completed. The school can help initiate this process upon request.

Report Cards: Report cards for Elementary and Middle School students are issued four times per year at the end of each grading period.

Interim reports are sent home when necessary for those students who are experiencing academic difficulties. Report cards are to be signed by the parents and returned to school within three days.

Grading Scale

Excellent	Average	Failure
A+ = 98-100	C+ = 77-79	F = 59 or below
A = 93-97	C = 73-76	
A- = 90-92	C- = 70-72	
Above Average	Below Average	
B+ = 87-89	D+ = 67-69	
B = 83-86	D = 63-66	
B- = 80-82	D- = 60-62	

The letter grades above represent the following:

A: The student is making greater progress than expected on skills taught at this time of the year. The student consistently grasps, applies, and extends key concepts, processes, and skills above grade-level expectations.

B: The student exceeds expectations for performance most of the time. The student usually completes work in the allotted time, and the quality of work is above average. The student grasps and applies key concepts, processes, and skills most of the time.

C: The student is making progress. The student demonstrates the ability to grasp and apply key concepts, processes and skills.

D: The student is making less-than-expected progress on skills taught at this time of the year. The student inconsistently demonstrates an understanding of the grade-level key concepts, processes and skills.

F: The student is making little or no progress on skills taught at this time of the year. The student is not demonstrating an understanding of the grade-level key concepts, processes, and skills, and requires additional time and support.

Academic Honor Roll: A student will be placed on the Archangel Honor Roll if he/she has received an "A" in every subject and in conduct during a particular grading period. No "B's" are permitted.

A student will be placed on the Honor Roll if he/she has received "A's" and "B's" in every subject and in conduct during a particular grading period. No "C's" are permitted.

Homework (Elementary and Middle School): Good study habits are among the most valuable skills a child can develop. Homework is designed to reinforce that which has been presented in class and is part of the grade in each subject area. Thus, failure to have homework completed and in class on the appropriate day will result in a homework zero for the day. Parents may expect students to have homework every night. While the responsibility for the homework belongs to the student, parents may help by providing the time and an appropriate learning environment.

Middle School Promotion Requirements: For promotion in the Middle School, a student must receive a minimum grade of "D" for a final average in Language Arts, Mathematics, Science, Social Studies, and Spanish. Additionally, the student must maintain an overall grade point average of at least "C-".

Final decision with respect to the promotion of a student who does not meet these minimum criteria rests solely with the Administration of All Angels Academy. Such students may be required to complete summer programs. In addition, 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 refer to the Middle School Code of Conduct for more information.

Internet: The internet is a tool used to augment our curriculum. Students are expected to stay on the sites which is relevant to their lessons. Electronic devices will be taken away if students are found gaming without permission. When needed there is an online-learning contract that will be sent home for both parent and student signatures. It outlines the rules that are set to maintain educational continuity and standards.

CODE OF CONDUCT

One of the most important lessons in education is discipline. Though it does not appear as a subject, it underlies the whole educational structure. It is the training that fosters self-control, orderliness, and efficiency. It develops individuals of integrity and high moral character. It is the key to maximum academic achievement, good conduct, and proper consideration for others.

All Angels' policy is to emphasize the positive rather than the negative. Children will be dealt with in a loving but firm manner. We allow children opportunities to make choices, make mistakes, live with the consequences of the choices and exercise self-discipline. On occasion, "time-out" or detention is used.

Parents are notified if an inappropriate behavior persists. We feel an obligation to address behavior that endangers anyone's personal safety. Students are not permitted to bully, threaten, ignore, or disrespect the faculty or other students; misuse or damage school or another's property; use foul language or "put downs"; or behave in ways that endanger anyone's safety. You may not roughhouse, push, fight, spit, or bite; run in hallways; throw rocks; use tobacco, alcohol, or drugs; cheat on schoolwork; or bring forbidden items or weapons on campus.

Good discipline and high moral values originate in the home. The parent is the first teacher of his or her child and should foster the development of good behavior habits and proper attitudes toward school. Children grow and learn best through cooperative efforts of home and school. Parental support is imperative in the school's handling of student misconduct and/or poor attitude.

A. Parents Will

- Recognize that the teacher must make decisions regarding the safety, behavior, and responsibility of student during the school day.
- Teach the child respect for authority, the rights of others and public and private property.
- Support and reinforce school recommendations, which are always made in the best interest of the child's academic and social development.
- Be responsible for prompt arrival and regular school attendance, and comply with attendance rules and procedures.
- Talk with their child about school activities; show an active interest in his or her daily school and homework.
- Read the Student/Parent Handbook and comply with the rules and procedures outlined in it.

B. Students Will

- Arrive at school on time each day in the required uniform with all books and materials and be ready to work.
- Be honest, respectful, and polite to all members of the All Angels community.
- Control oneself from speaking words and doing things that will hurt or offend others.
- Control oneself from damaging public and private property.
- Obey all classroom and school rules and accept the consequences for his or her choice.

While it is our policy to modify behavior through positive feedback and reinforcement, we recognize the need for consequences. Our goal is that children will learn from their mistakes. The following actions may be appropriate to bring about positive change:

Disciplinary actions may include, but are not limited to:

- An apology, verbal and/or written.
- Withdrawal of student rights and privileges.
- Student being sent to the office of the Head of School / Principal.
- Community service within All Angels campus.
- Detention.
- When necessary, parents will be contacted by a teacher. For repeated offenses, parents will be called for a conference.
- Parents may be required to seek the help of an outside professional.
- Suspension: The student is denied the privilege of school attendance for a period of time to be determined by the Head of School/Principal. The student is responsible for all worked missed during this period.
- Expulsion: This is a very serious action, to be determined by the Head of School, which will result in the student being removed from the school.

All Angels Academy is a safe, positive spiritual environment with high academic standards. The Code of Conduct is designed as a guideline to help parents and students meet and maintain that atmosphere.

GENERAL INFORMATION ---

Telephone: In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to the start of school. Students are not permitted to call home for homework, test papers, folders, lunch or to arrange play dates.

If cellular phones are brought to school, they must remain in the backpack and turned off, unless the teacher specifically allows the use of the cell phone during a classroom activity. Otherwise, cellular phone will be confiscated for an indefinite period.

Visitors: Parents and visitors must check in at the school office for a visitor's pass. Once school begins, parents are not permitted to interrupt the classroom environment.

Library Cards: All students in grades five through eight are required to have a Miami-Dade County Library Card and all Middle School students must go to a Miami-Dade County Library and request a pin number.

Parent Snack Day(Preschool Only): Tuesday's and Thursday's snack will be all yours! Please review the assigned list for your child's classroom and bring enough snacks for your child's entire class. Snacks should be low in sugar and peanut free. We look forward to lots of wonderful treats. Thank you!

Special Programs: We have special programs and events through the year. Classroom teachers will keep you informed of times and dates. Please check the school's website and the weekly newsletter for more information regarding these programs.

Photographs and Publications:

All Angels Academy reserves the right to photograph, videotape, or otherwise create and use student images in school publications, the weekly newsletter, on the school website, and on the school's Facebook page. If a parent objects to this process, such objection must be placed in writing and directed to the school office prior to the start of the school year.

Parent Conferences: The school welcomes and encourages parent conferences with both faculty and administration. Conferences with classroom teachers may be scheduled at any time after the first four weeks of school, giving faculty members an opportunity to get to know students and their individual needs. Parent-teacher conferences are arranged when there is a need to examine a student's progress, or to discuss problems that may be affecting a student.

Parents who desire conferences are welcome to make an appointment. Arrival and dismissal times are not the time for individual conferences. Please make appointments ahead of time so that teachers may plan accordingly. No one may interrupt a class in session.

The Head of School is also available to meet with parents, by appointment, to answer questions or concerns.

Avoiding Classroom Interruptions: Parents may not interrupt class and must always make appointments to meet with teachers. Please help lower your child's stress level by helping him/her get organized in the morning before leaving for school so that he/she arrives at school with everything needed (lunch, homework, books, iPads, PE uniform, etc.). If you need to bring in a forgotten item, please leave it in the school office. ***Do not go to your child's classroom to deliver the item.***

Agenda and Textbooks(Elementary and Middle School): Textbooks and library books must be properly cared for. Textbooks are distributed by the teachers and need to be covered with a non-adhesive 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.

Each Middle School & Elementary student will receive an Agenda at the start of the school year. The agendas are to be checked daily for homework and messages from the teacher. Any Agenda that is lost or damaged will be replaced at the student's expense. The cost of replacing an Agenda is \$25.00.

Personal Items from Home: Children may not bring toys to school. The Preschool will announce special toy days when children are welcome to bring something special to share.

Students may not bring any electronic devices aside from their iPads to school. If cellular phones are brought to school, they must remain in the backpack and turned off. Otherwise, cellular phone will be confiscated for an indefinite period.

Birthday Policy: You are welcome to celebrate your child's birthday at school with classmates. The celebration must be limited to cupcakes at lunchtime or snack time. Please understand that balloons, favors, gifts and entertainment are disruptive to the school day and better suited to a party at home. If there is to be a party at home, you may pass out invitations at school as long as all classmates are invited. If not, invitations should be mailed directly.

To commemorate a child's birthday, or any special occasion, please consider donating a special book to our permanent library collection. If you would like advice on a book selection, please speak with your child's teacher. Birthday books will be blessed in chapel.

Volunteer Hours: Every school, public and private, survives on volunteer help. All Angels requires a minimum of twenty-five (25) hours per family. There will be numerous ways in which your talents can be utilized at All Angels. If you have special or unusual abilities that may be helpful, please bring them to the attention of the Head of School or the PTO. Families have an option of paying \$500 if they would prefer not to volunteer.

The responsibility for documenting each family's contribution of time rests with the parents themselves. A parent must complete a Volunteer Hours form, which is available in the office or can be downloaded from the school website. Simply complete the form, and have the form signed by school staff, PTO board member, or a committee chairperson.

Return the form to the school office, no later than two (2) weeks after completing the volunteer activity. Forms not returned in a timely fashion will not be accepted and the hours completed will not count towards the required hours. Additionally, all uncompleted hours as of May 1st become automatically billable at \$20.00 per hour and are due upon receipt of the billing statement. Any volunteer hours completed in the month of May will count towards the subsequent school year's requirement.

Field Trips: Field trips are part of our curriculum and scheduled throughout the year. The field trip permission slip will include information about the dress code for that trip. Please help your child dress appropriately. You may be asked by a classroom teacher to chaperone a field trip, which will count as two hours toward the required volunteer hours. Please have the Volunteer Hour Form signed by the teacher.

If you agree to chaperone a field trip, you will be required to ride on the bus to and from the destination, remain with your designated group of children during the trip, and comply with the same instructions the children receive about dress, lunch, activities, etc. We very much appreciate the time our parents devote to the school. Unfortunately, it is not possible to accommodate siblings on field trips. The Eighth-Grade trip is also considered part of our curriculum and attendance is encouraged. If for some reason a student is unable to attend, they are expected to be in school.

Sports: All Angels Academy offers an after-school sports program for Elementary and Middle School Students. This program takes place throughout the year with specific sport offerings being determined, in part, by the number of students interested in playing and the availability of interscholastic competition. At all grade levels, the emphasis is on participation, instruction and sportsmanship. Registration for team sports will be announced and posted prior to each sport season. Please refer to the Athletic Policy for more information.

EIGHTH GRADE YEAR

The Eight Grade year is an exciting, fun and sometimes challenging mix of new events and responsibilities. As the eldest students in the school, Eight Graders are expected to be good leaders and role models. With these responsibilities come many special events involving student planning, participation, and decision-making.

The Eighth-Grade trip is considered part of our curriculum and attendance is encouraged. If for some reason a student is unable to attend, they are expected to be in school. Valedictorian and Salutatorian: Both honors are based on the core academic subject grade average for their Middle School years.

The Valedictorian is the student with the highest cumulative grade point average; the Salutatorian is the student with the second highest cumulative grade point average. A student who breaks the Academic Honor Code will not be eligible for these honors. Also, the student must have attended All Angels Academy Middle School for at least two years to be eligible for this honor.

Baccalaureate and Commencement: The Baccalaureate and Commencement ceremonies at All Angels are solemn and joyous occasions for our graduating Eighth Grade students. Complete information about Baccalaureate and Commencement programs are provided to all families in May. By early May, all family financial responsibilities must be paid in full, including but not limited to tuition, after care and fees.

Student Council: Student Council sponsors service-learning activities and plans special events for the school community such as the Halloween Spooktacular and various dances. Students learn about and demonstrate leadership, responsibility, and teamwork as they create and organize these events.

Student Council Officers include:

- President (must be an Eighth-Grade student)
- Vice President (must be a Seventh or Eighth Grade student)
- Secretary
- Treasurer
- 7thGrade Representative
- 6thGrade Representative
- Elementary Representative

Before running for office, students must return a signed permission slip from their parents and submit a copy of their speech and presentation plan. Student Council meets at least once a month. Special events may necessitate additional meetings and later afternoon or early evening pick-ups. In addition, some of the preparation for special events may need to be done out of school.

The National Junior Honor Society (NJHS) is a national honor organization dedicated to recognizing and promoting enthusiasm for scholarship, a desire to provide service to others, excellent citizenship and character, and emerging leadership skills among Middle School students.

Minimum eligibility requirements are set by the national organization, but local chapters create their own bylaws and specific eligibility requirements following the guidelines of the national organization. In this way, chapters can reflect the uniqueness of each school and student body.

Each member is required to maintain high standards of work and actions and to complete individual service work of his or her choosing. This work gives all members a chance to spend time together helping others, demonstrating the best of Middle School students to others, and having fun.

Students are not able to apply for membership to NJHS. The NJHS Faculty Council confers membership to qualified students. The Faculty Council evaluates students in the areas of service, leadership, character and citizenship.

Induction into NJHS for students in Grades Seven and Eight occurs after the end of the first grading period. Students who wish to express interest in becoming part of the NJHS need to complete a Student Activity Information Form. This form gives students an opportunity to share with the faculty ways they feel they meet the requirements for service, character, citizenship, and leadership.

Students who are elected to be part of the NJHS are inducted into the organization at a formal ceremony, led by the current NJHS members. To remain in good standing, members must attend NJHS meetings, support NJHS activities, continue regular volunteer service, and maintain the excellent standards of scholarship and citizenship that earned them the privilege of being inducted into NJHS.

National Elementary Honor Society: The National Elementary Honor Society (NEHS) is a national honor organization dedicated to recognizing students for their outstanding academic achievement and for demonstrating personal responsibility. Additionally, the chapter provides meaningful service to the school and the community and develops essential leadership skills within the students of All Angels Academy.

Minimum eligibility requirements are set by the national organization, but local chapters create their own bylaws and specific eligibility requirements following the guidelines of the national organization. In this way, chapters can reflect the uniqueness of each school and student body. Each member is required to maintain high standards of work and actions and to complete individual service work of his or her choosing. This work gives all members a chance to spend time together helping others, demonstrating the best of Elementary students to others, and having fun.

Students are not able to apply for membership to NEHS. The NEHS Faculty Council confers membership to qualified students. The Faculty Council evaluates students in the areas of Scholarship and Responsibility. Induction into NEHS for students in Grades Four and Five occurs after the end of the first grading period. Students who wish to express interest in becoming part of the NEHS need to complete a Candidate's Form. This form gives students an opportunity to share with the faculty ways they feel they meet the requirements. Students who are elected to be part of NEHS are inducted into the organization at a formal ceremony, led by the faculty and/or current NEHS members.

Interpretation, Modification, Amendments: All Angels Academy Administration reserves the right to interpret the contents of this Handbook, including the rules and regulations governing the academic and non-academic conduct of the students. Situations or circumstances may arise that not specifically covered 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 Head of School shall be binding without the right of review by anybody or party as the administration's judgment. All Angels Academy Administration reserves the right to modify and/or amend the content of this Handbook at any time during the school year. If any written

modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to the students and the parents via email.

Parent-Student Handbook 2021-2022



ALL ANGELS
ACADEMY

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