

# ALPHA INTERNATIONAL ACADEMY



“Our Children’s Future in Science and Technology Begins Here!”

## Parent/Student Handbook 2014-2015

121 South 24<sup>th</sup> Avenue  
Hollywood, FL 33020  
(954) 505-7974

[www.alphainternationalacademy.com](http://www.alphainternationalacademy.com)

## **Vision/Mission**

The mission of Alpha International Academy is to provide a positive nurturing environment with an exciting, rigorous academic program where students learn to become responsible citizens, life-long learners and community leaders in a competitive world.

## **Belief and Goal Statement**

The school will engage its students in an academic program specializing in science through innovative technology driven instructional methods that are aligned with the Next Generation Sunshine State Standards and the Common Core Curriculum. In addition, reading and literacy will always be our priority and the reading curricula will be aligned with the School Board of Broward County's Reading Plan. Finally, we believe that an educated student in the 21st century must have the technological skills and understanding to participate and work productively in a multicultural, globally-oriented environment.

## **School Information**

Main Office: (954) 505-7974

School Fax: (954) 505-7976

Broward County Public Schools

Website Address: [www.alphainternationalacademy.com](http://www.alphainternationalacademy.com)

## **School Hours**

8:15am-2:45pm

## **Attendance**

Our school policy states that students should be in school when physically able.

- Letters notifying parents upon 5, 8 & 10 absences will be sent home.
- Students may be disenrolled after 10 absences. Parents must meet with principal after student has been disenrolled in order to reenroll the student and develop an attendance plan for the rest of the semester.
- Regular and punctual patterns of attendance will be expected of each elementary student enrolled in Alpha International Academy Charter School.

## Absences

Please contact the front office within 48 hours (954) 505-7974 (24/7) and leave date of absence, student's name, teacher's name, reason for absence.

Parents must send a written note to the principal if student is out more than three days.

## Tardy Policy

School hours 8:15am-2:45pm (late pass at 8:15 after 8:30 parent must accompany student to office)

## Transportation

### ***BUS ZONE***

- **Please do not drive cars or park through this area, as it can be dangerous when loading and unloading students in buses.**
- Students are to be dropped off or picked up through the parking lot
- **PLEASE DO NOT PARK IN THE LOADING ZONE.** These areas are designated for drop off and pick up only. No unattended vehicles please.
- Students who live 2 miles or more from school or safety busing designated, are eligible for free bus transportation to and from school.
- Those not eligible for free transportation but who wish to pay for their children to ride the bus should contact the school.

## **Arrival-Dismissal**

Morning drop-off at the front door (except on the 1<sup>st</sup> day)

### **DISMISSAL**

- Students who do not ride the bus should leave the grounds as soon as they are dismissed.
- Bus students are to report to the loading area and form lines as assigned. No bus student is allowed to leave the grounds to board a bus or get off at any other building in the morning.
- According to State law, students are not allowed off the school grounds during the school day.
- The designated area for delivery and pickup of students is on the east side of the building. Please do not park in the designated loading zone.

## **Early Dismissal**

If your child is being picked-up early, please inform  
teacher/office

## **Early Release**

Early Release Days are at 12:00pm

## **Aftercare /Buses**

Must be registered and paid to begin aftercare the first day of school. Before school supervision is also available from 7:00 am to 8:00am

## **Breakfast Program**

Breakfast is served from 7:15am to 8:00am \$1.35

## **Student Lunch**

Students have an assigned lunch number \$2.85

We will have Ice Cream on Wednesday for \$1.00

## **CANDY AND GUM**

- Students are not allowed to chew gum at any location on the school grounds.
- Students who bring their lunches from home may have candy as part of their lunch. However, they will only be allowed to eat candy in the lunchroom during their regular lunch period.
- Students may not buy, sell, or trade gum, candy or drinks among each other at school.

## **Discipline Procedures**

Discipline is the process of training a child so that the desired character traits and habits can be developed.

Alpha International Academy is organized and administered for the purpose of helping each individual student reach the maximum of his/her potential. By having a consistent discipline policy, the goal of educating children can be most efficiently reached.

In short, no student shall interfere in the instructional process either by interfering with another student's right to learn or by preventing a teacher from doing his/her job.

***We believe that:***

1. Teachers have the right to teach and students the right to an excellent learning environment.
2. Parents and teachers should maintain open communication, mutual support and constructive involvement.
3. Parents have a responsibility to teach their children basic rules of decency and see to it they obey them.
4. All students are required to behave in a positive manner that does not interfere physically or mentally with their own educational welfare or the educational welfare of others.
5. All students will attain a level of self-discipline that is motivated from within the student.

**Alpha's Expectations:**

**Respect - *"The act of giving particular attention"***

- Be friendly, polite, and show common courtesies
- Listen and follow directions

**Dignity - *"The state of being worthy, honored, or esteemed"***

- Talk out a problem, avoiding violence
- Find values in others and let them know

**Honesty - *"Speaking the Truth"***

- Tell the truth
- Admit and correct mistakes

## **Responsibility - "Reliable and Trustworthy"**

- Be on time and complete work on time
- Take pride in your home, school, and community, and avoid destructive acts

## **Teamwork - "Work done by several people with each doing a part"**

**Always practice the Golden Rule - *TREAT OTHERS AS YOU WANT TO BE TREATED***

## **DRESS CODE**

Our student dress code is based on clothing that is “in good taste and does not distract the teacher from teaching and the students from learning.”

### **Proper school uniforms ONLY**

- Hats may not be worn in the building.
- For safety reasons, we discourage open-toe shoes during school hours.
- Pants should be worn on the waist and under garments should not be seen.
- Please send a change of clothes with your child.

## **HOMEWORK**

It is our belief that homework fosters student initiative, independence, responsibility, and teaches good discipline. An integral part of good education requires that homework be given on a regular basis. Homework reinforces and supplements school learning experiences, bringing the school and home closer together.

- It is the responsibility of the student to secure his/her own homework.



- If student misses three or more consecutive days, you may request homework by calling the school at 754-816-7965. We believe that if the student is too ill to attend school, they are too ill to complete homework. Teachers will need 24 hours to respond to request for homework.
- Student will be allowed two days for each day of absence to make up **new** material- not to exceed six school days from the date of the return from an absence.
- Students absent for vacations and other absences besides illness will collect homework upon their return to school
- The teacher will also communicate to the parents the specific performance expectation and will evaluate and return the assignments back to the student. The student will complete and return all assignments. If there is any question or concern, the student will ask for assistance.

## **Health Information**

### ***MEDICATION POLICY***

The law allows the school nurse or other designated personnel (i.e. principal, school secretary) to assist a student in taking prescribed medication if specific written statements from physician and parent or guardian of student are obtained by the district.

- Medications are rarely given in school; the only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours.
- Administration of medication shall be regularly supervised by one individual after conference with a member of the school nursing staff.
- Medication **will not** be administered to a student unless an Authorization Form has been filled out and signed by the parent/guardian. Forms are available in the office or from the nurse and are required for both prescription and over the counter medications.

## ***CONTAGIOUS DISEASES***

From time to time children in school break out with chickenpox or other rashes or come to school with pink eye, or an infectious rash on the face or hands. It is important that these children not remain in school for the benefit of other children.

- A parent will be notified and it is important that they pick up the child as soon as possible.
- Any child who is not current on their immunizations, or a waiver has been signed for that child concerning immunizations, will be sent home during any outbreak of a contagious disease.

## **PARENT/TEACHER CONFERENCES**

- Parent/Teacher Conferences are scheduled upon parent request.

## **Volunteers**

There are many opportunities to volunteer your time and talent at Alpha International Academy. A call to our PTO Volunteer Coordinator can assist you in determining which opportunities best suit your schedule and interest.

## ***SPECIAL NOTICE TO ALL VOLUNTEERS***

- In order to provide for our students safety, the school district requires volunteers to identify themselves each time they come to the school.
- It is extremely important for you to sign-in on the clipboard located on the office counter and wear a "Volunteer Identification Badge" while you are in the building.

- **Please also remember to sign-out when you are finished.**
- **School volunteers will also be required to fill out a volunteer application form located at the front office prior to volunteering in the classroom.**
- **Some levels of volunteers may require a background check (drivers, PAL, MOSS Chaperones, etc.) please see the front office for required paperwork and information.**

## **Visitors**

- Parents are welcome and encouraged to visit school.
- Parent-Teacher conferences will be scheduled in early November. However, if you wish to talk with the teacher at any time, please feel free to send a note or e-mail requesting an appointment. It is necessary to arrange these appointments in advance as teachers do not have time to talk to parents immediately before, during or directly after class instruction.
- **The visiting of classes by students from outside our student body is not allowed.**

## **PTA**

Our Parent Teacher Association is excited to be a vital part of our children's experiences at Alpha International Academy.

We encourage you to become an active member of our school's organization through volunteering for classroom or school projects, attending PTA meetings, and attending special events held at the school.

For more information about PTA and how you might get more involved, please contact the PTA President.

## Lost and Found

- Lost and Found is located in the front office.
- Other lost items are turned into the office and will be returned to the owners upon proper identification.

(Encourage children to ask in the office for lost items.)

- Lost and Found items will be donated to local agencies at the end of each quarter.
- ***Please label your child's clothing and lunch boxes.***