

Alpha International Academy

Elementary School

2018-2019



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121 S 24<sup>th</sup> Avenue – Hollywood, FL 33020

Phone: 954-505-7974

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

Wayne Neunie, Principal

Board of Directors

Carol Gardner, Chairman

Monefe Young, Vice-Chairman

Luci Hernandez, Director

Christopher Repcik, Secretary

Dr. Shirley Johnson, Director

School 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.

*This Agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Phone \_\_\_\_\_

Student NO. \_\_\_\_\_

Principal	Wayne Neunie
School Hours:	8:00 AM – 3:00 PM
Office Hours:	7:20 AM – 3:00 PM
Arrival:	7:20 AM
First Bell:	7:50 AM
Tardy Bell:	8:00 AM – Classes begin
Dismissal:	3:00 PM
Aftercare:	3:00 PM – 6:00 PM
School Colors:	Gold and White
School Website:	<a href="http://www.alphainternationalacademy.com">www.alphainternationalacademy.com</a>
Breakfast:	7:15 AM – 7:50 AM

#### BOARD CONTACT INFORMATION

Deborah Joseph, Office Manager

Email: [Djoseph@alphainternationalacademy.com](mailto:Djoseph@alphainternationalacademy.com)

Tel (954) 505-7974

Alpha International Academy's Governing Board is required to meet 4 times annually. Notices will be posted 5 days in advance, per Florida Sunshine Laws. Please check the home page of our school website for the public notices and your next meeting date.

## **Principal's Message**

It is with great pleasure that I welcome you to another great year at Alpha International Academy Elementary School. We are looking forward to an exciting school year filled with educational fun and excitement!

We will continue to provide a successful learning environment for our students. We have a committed staff, supportive parents and community who understand and fully embrace the Alpha International Academy philosophy.

The student planner/Agenda is full of information you need to know and it will answer many of your questions about the school. If you have additional questions or concerns, please feel free to call us at (954) 505-7974.

Parents we urge you to discuss the rules regarding safety and conduct with your child. We look forward to another successful year as we work together to provide the very best educational program possible for our students. We believe all students can achieve success. Planning ahead, being organized and establishing open lines of communication can help us to help each other. The Alpha International Academy Planner is an excellent tool for establishing a framework for good study skills. I urge Alpha students to take full advantage of this tool.

On behalf of the entire staff we look forward to working with you as a partner in education to ensure your child's success.

Sincerely,

Wayne Neunie, Ed.S.

Principal

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Dismissal:	3:00 PM
Aftercare:	3:00 PM – 6:00 PM
Breakfast:	7:15 AM – 7:50 AM

## **After-School Care Program**

Alpha international Academy offers an exciting and enriching After-School Care Program available from 3:00 p.m. – 6:00 p.m.

### **Arrival**

No Student is to arrive at school prior to 7:15 a.m. Please note supervision is not available before then. Instructions begins promptly at 8:00 a.m. When students arrive, they are assigned to wait in specific areas beginning at 7:30 a.m. Alpha Staff provides supervision for them. Teachers will pick up students at 7:50 a.m. Any student that arrives late must report to the front office for a late pass.

### **Breakfast**

Breakfast is free for all students. During the first week of school, one of the following should happen: 1. Students will have submitted an application and eat for free or reduced price. 2. Students

will have submitted an application that was not approved as free or reduced and must pay for lunch. 3. Students who have not submitted an application and must pay for their lunch. Breakfast will be served from 7:15 a.m. to 7:50 a.m. Students who arrive after 7:50 will not be able to get breakfast. Bus students will be served upon their arrival.

After breakfast, students are to go directly to their respective grade level waiting areas and read. Teachers will pick up their students from their waiting area at 7:50 a.m. and walk them to the classroom. This will allow students to get ready for instructional time beginning promptly at 8:00 a.m.

### **Attendance**

Florida State Law requires that each child attends school regularly and is on time. Students must attend school every day unless any of the following occurs.

- Student illness
- Death in the family
- Religious holidays of students with specific faith
- Doctor or dental appointment. If the parent tells the school before the absence(s)
- Field trips or school sponsored activities

When a student is absent, the parent must present a written note explaining the absence on the day the child returns to school. Students with excessive or unexcused absences of three days or more may be required to have a doctor's note and will be referred to the social

worker for further investigation. For additional information please refer to the Broward County Code of Student Conduct Book.

Students are expected to make up work missed during any absence. Parents requesting make-up work for their children during an absence must contact the teacher.

### **Student Information**

Parents are required to complete an emergency contact form each year and anytime changes are made. It is imperative that we have up-to-date information on this form at all times in case of an emergency. **Two emergency phone numbers must recorded on the form.**

### **Conferences**

Two (2) parent conferences are required during each school year. When teachers schedule a conference, the parent/guardian will be notified in advance. Parents, please notify the teacher immediately to reschedule if you cannot attend the conference. Parents may also schedule conferences when they deem it necessary. Please arrive ten minutes early to allow time to check in and arrive to your child's classroom. Parents will not be permitted to walk to classrooms to talk with teachers unless they have a scheduled appointment at which time the teacher will escort the parent to the conference area.

## **Discipline**

We believe that firm but fair discipline is as important to children as the academic training they receive. Children are expected to comply with rules and regulations of the school. Every phase of discipline should help to build habits of self-control. When a student learns self-discipline he/she tends to become a dependable, reliable and cooperative member of his/her class. For further information relating to discipline please refer to the Broward County Code of Student Conduct Book.

### **Parents can share in the discipline/responsibility of students by:**

1. Having a good attitude towards school and education
2. Showing interest in student's work
3. Showing interest in school progress by keeping in touch with the teacher
4. Making sure they get to school on time every single day
5. Informing personnel immediately of any changes, which may affect the student's ability to learn.
6. Supporting the teacher and staying involved with school personnel.
7. Returning signed forms to the teacher and updating your address, phone number and information changes promptly with the office.

## **Dismissal**

Daily dismissal is at 3:00 p.m. When dismissed your child should go directly

home or to the place designated for them. The parent should know approximately how long it takes for child to arrive home.

## **Early Dismissal**

If a student is to be dismissed from school before the scheduled dismissal time, the parent/guardian should come to the office with their picture ID and sign the student out. Children will only be released to authorized adults. No Student will be dismissed after 2:30 p.m.

## **Medication**

You will be receiving an Authorization for Medication Form in your child's first day packet. Have this form signed and filled out by the physician if your child will need to have a school official administer any type of medication.

Broward County Policy No. 6305 expressly forbids administering any type of medication without a filled

### **Authorization for Medication Form.**

Dispensing of over the counter drugs is also prohibited.

Medication brought to school must be in the original bottle clearly labeled with your child's name, the drug's name, the dosage, the time, and any other important information for the attendant to be able to ensure that correct distribution is being made. Students are not allowed to carry prescription drugs. They need to be checked in and clearly labeled.

## **Dress code**

Alpha International Academy is a mandatory uniform school. Uniforms must be worn everyday. Sagging pants are not allowed! Please no Jeans!

### **Colors**

Tops (with a collar only):

Gold and White

Bottoms – Pants, Shorts or Skorts:

Khaki & Black

1<sup>st</sup> offense    Warning/Letter

2<sup>nd</sup> offense    Change of clothes

3<sup>rd</sup> offense    Detention

4<sup>th</sup> offense    Internal suspension

## **Field Trips**

Field trips are scheduled to enrich the academic program. Participating students must have the approval of their teacher and are expected to follow school rules. All students will wear an Alpha polo shirt or t-shirt with the alpha logo for easy identification. Students who do not have all the required parent signature forms on file will not be allowed to participate in off-campus field trips. Students who exhibit disruptive and/or unsafe behavior may be denied participation on field trips. Additionally, outstanding student obligation may prevent a student from attending a field trip.

## **Homework**

Students are assigned meaningful homework on a daily basis. It will benefit

your child greatly if you set aside a consistent homework time. Homework is designed to be an extension of the day's activities. Help develop good study habits by ensuring that your child completes and turns in homework daily.

## **Interims**

Teachers are required to notify parents near the middle of a nine-week grading period if a student is in danger of failing a subject, dropping two or more letter grades, excessive absences, tardies or unsatisfactory behavior. It is imperative that the interims are signed by the parent/guardian and returned to the teacher. Parents are encouraged to follow through with a conference or telephone conversation with the teacher regarding the interim report.

## **Progress Reports (Report Cards)**

A report card will be sent home at the end of each nine- week period. This report represents the teacher's evaluation of the progress of your child. Parents are asked to review the card with your child. Cards are to be signed by the child's parent/guardian and returned to school. A student must be in attendance twenty-five (25) days to receive a grade. In reporting student performance in grades three to five the symbols "A", "B", "C", "D", and "F" are used.

A= Outstanding Progress

B= Above Average Progress

C= Average Progress

D= Lowest Acceptable Progress

F= Failure to Meet Lowest Acceptable Progress

Students in grades one and two will be evaluated based upon a system of “1” mastery of skill, “2” learning the skill and “3” area of concern.

### **Suspension**

Suspended students may be assigned to spend the assigned time at an alternative to suspension site. This suspension program serves as a three-fold purpose. (1) Students are removed from a classroom setting (2) Students continue to receive grades for classwork and (3) Students receive counseling as needed.

### **Tardiness**

Students are considered tardy by 8:00 a.m. Students are to report to the front office if they arrive after 8:00 am. Teachers will contact parents after 3 tardies each marking period. On the fourth and each subsequent tardy, the student will receive a referral to administration. Tardies are disruptive to the learning environment and have a negative impact on student achievement.

### **Conclusions**

The staff at Alpha International Academy is proud to have the opportunity to work with you and your child this school year.

Since education is a cooperative enterprise between home and school, we need to become better acquainted. It

is with this thought in mind that this handbook was prepared.

Please visit our website for essential information:

- Parent handbook
- Flyers
- Aftercare information
- School events
- PTA
- Staff information
- Title I

