

America's Little Leaders Academy



Parent-Student Handbook 2014-2015 School Year

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Philosophy: America's Little Leaders philosophy is founded upon Proverbs: 22:6 which says, "Train up a child in the way he should go and when he is old he will not depart from it".

Our approach to learning is based on Gardner's Theory of Multiple Intelligences, which states not only do human beings have several different ways of learning and processing information, but these methods are relatively independent of one another: This is why our hands on approach is so successful.

Our Mission Statement: America's Little Leaders' mission is to inspire, empower, and encourage all students that enter America's Little Leaders with the necessary skills needed to succeed in today's challenging society.

Our Vision Statement: Our vision is to afford each student an equal opportunity for success, by providing well-rounded educational opportunity with a greater understanding of themselves, their world, and how they fit into it. We believe that given the right opportunities academically, physically and spiritually every child can flourish.

Statement of Faith

We believe the Bible to be the inspired, infallible, authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe that for salvation of the lost and sinful man. Regeneration by the Holy Spirit is absolutely necessary. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto everlasting, conscious punishment. We believe that heaven and hell are definite places. We believe in the spiritual unity of all believers in our Lord Jesus Christ; to give God the praise and honor and glory and power forever and ever. We also believe that our students should Honor (respect) God, all authority, themselves as well as others.

One of the main objectives of America's Little Leaders is to teach academic and Christian principles for application in daily life. It is necessary that the parents agree to their children being taught from the perspective provided in our Statement of Faith. Our faculty is sensitive to areas of difference among Christians who love the Lord and who obey the dictates of Holy Scripture. We choose to focus on the areas of agreement, not on issues which divide. It would be unacceptable for students or parents to seek to propagate doctrines that divide or are not in agreement with our Statement of Faith.

Entrance and Admission Standards

The following standards have been established for entrance into A.L.L. (America's Little Leaders):

Parents must agree with our basic objectives and be willing to actively support our academic program.

The student's record of behavior at home, church, and school should reflect good citizenship, and the student must agree to abide by the standards and guidelines of the school. An initial interview with parents will be required as part of the enrollment process for all students applying for admission.

Upon completion of all steps of enrollment, parents are notified as to whether their child has been accepted to the school. All new students are subject to a probationary period that lasts until the student has completed one full grading period. This is to ensure that the child adjusts properly to our school.

Re-enrollment

Students who are presently enrolled at A.L.L. are given first opportunity to re-enroll for the following year. Accounts must be current in order for a student to be eligible for re-enrollment. Paying the student enrollment fee secures a place for your child for the coming school year. Enrollment is then opened to the community.

Teacher Standards and Qualifications

To be considered for employment at A.L.L., faculty and staff must be professing Christians, demonstrating a strong commitment to the Lord. Teachers must hold a B.A. Degree related to Education (or working toward). A.L.L. teachers are dedicated to serving the Lord through the ministry of teaching young people.

Teachers are carefully and prayerfully chosen by the Principal. The Principal reserves the authority to employ faculty and staff who will effectively meet the responsibilities of the classroom, both spiritually and academically.

Parents at America's Little Leaders

A Word to Parents

Parents play a vital part in the total program of A.L.L.. Working together, parents and teachers can strengthen individual students and provide an excellent school experience. Together, it will be our goal to help fulfill Proverbs 22:6 which says, "Train up a child in the way he should go and when he is old, he will not depart from it." The following list contains steps that parents can take to help this process:

- Pray regularly for the teachers and administration.
- Give of your time and energy in ways that can make A.L.L. more successful. Be faithful in fulfilling the duties for which you volunteer.
- Attend the meetings and parent functions of the school. Recommend A.L.L. to others as opportunities arise.
- Help support the school financially, as the Lord blesses you.
- Promote A.L.L. among family and friends who might be interested in giving toward education.

- If problems arise, seek to resolve them with the person(s) involved rather than spreading criticism or negative attitudes (Matthew 18:15).
- Seek the advancement of A.L.L. in all areas- spiritually, academically, and physically.

Volunteers

A.L.L. offers and encourages opportunities for parents to volunteer at school. Regular volunteer opportunities include assisting teachers, putting up bulletin boards, cutting out props, working in the lunchroom, and serving on the Parent Teacher Organization committee. In addition, several volunteers will be needed to work during special events such as a teacher luncheon, holiday programs, student activities, etc. Parents should take time to complete volunteer forms distributed at the beginning of the school year. Parents are expected to wear neat and modest dress when volunteering at school.

Volunteers helping in the classroom on a regular bases need a background check (VECKS).

Parent Teacher Organization (PTO)

The overall goal of the PTO is to promote fellowship among parents and faculty, provide active support to the faculty, and help build a better school for the children. The involvement and support of parents is essential for a successful program. Meetings and fellowships will be announced. The mission of the PTO is to promote unity in our school through coordination of programs, communication, fellowship, and encouragement to one another, our administration, and our teachers.

Conflict Resolution

The parties ascribing to an enrollment agreement for A.L.L. believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any *claim* or dispute arising out of or related to the agreement, including any claim or statutory claims, shall be settled by Biblically-based meditation.

As we seek to resolve problems, let us always remember that it is God's reputation, not our own, that we are seeking to promote. We do that best when we seek to do things His way. Guidelines to consider as we seek to do this are as follows:

1. Seek to gain knowledge of all sides of a problem before passing judgment on the matter.
2. Go to the source of the problem (i.e., teacher, finance office, etc.) and seek to resolve the problem at this level before going any further. Go with the assumption that everyone has your child's best interest at heart.
3. If the problem cannot be resolved with the initial source, present your concerns to the Principal. Make an appointment through the administrative assistant.
 - a. The following procedure is to be followed: (a) Fill out Grievance Resolution form from administrative Assistant and (b) return completed form at least 2 days prior to Principal's meeting.
4. The Principal will have final say in resolving the issue at hand.

Academic

All subjects are taught from the viewpoint of God's Word and are Christ-centered.

School Work Assignments

All assignments must be handed in on time. Students will receive full-credit for work only if it is handed in at the assigned time. Any work handed in late will be assessed a penalty that can range from lowered credit to no credit, at the discretion of the instructor.

Honor Roll Requirements

Honor roll will be designated at each quarter and semester. The two levels of honor roll are:

- A Honor Roll: All students with an average of 4.0 or higher with no grade below A
- A B Honor Roll: All students with an average of 3.6 or higher with no grade below a "C"

A grade of D or 69% will disqualify the student from the honor roll regardless of grade point average.

DRESS CODE

America's Little Leaders School, recognizing that a student's grooming and the way the student dresses have not only a bearing on the way the student behaves, but also influences the way other students and the professional staff react to the individual. The student's attire should be modest, clean and well kept. America's Little Leaders requires our students to wear a uniform Monday through Thursday. Friday is dress down day.

Dress & Grooming:

- All pants must be worn at the waistline and must fit appropriately
- Shirts must be tucked in and buttoned
- No jackets tied around the waist.
- No short shorts allowed; must be the length of the child's hand, which is above the knee
- Clothing with inappropriate material is not permitted
- Coats are not to be worn in class unless the teacher gives permission due to adverse weather.
- Hooded sweatshirts are allowed, but students may not put the hoods up onto their heads inside.

Uniform: Purchased at R.C. Uniforms and Embroidery on 11160 Beach Boulevard; (904) 646-0493

Shirt Color: Burgundy/Gray - Solid Color Polo Style Shirt with A.L.L. logo

Pants/Skirts: Black Uniform style pants, shorts, skirts or dress (girls can wear uniform plaid jumpers and skirts)

Belt: Black- No large buckles or decorative belts. If students' clothing has belt loops, a solid black belt (with a standard belt buckle) is required.

Shoes: Solid Black rubber-soled shoes such as Reebok.

Boys:

- Earrings or other facial jewelry are prohibited
- Haircuts should be conservative, neatly trimmed and well groomed.
- Must wear socks and solid black rubber-soled shoes.
- Belts must be worn so that pants are not sagging

Girls:

- Skirts and shorts must be no shorter than two finger-widths above the knee.
- All bottoms must be loose-fitting. Shirts must be tucked in
- No unusual or distracting hairstyles, or hair colors
- Girls may wear black Mary Jane style shoes

If attire is deemed in poor taste or inappropriate, the School Principal will call the student's parents to pick up the child or bring appropriate clothing for him/her. The student will wait in the office until the parent arrives with the clothing. If the student doesn't wear his or her full uniform during the week, then he or she may not dress down on Friday.

Student Support Academic Services

Field Trips and Special Activities

Along with a strong emphasis on academics and scholarship, A.L.L. incorporates informative events and activities that advance students' education while promoting social and spiritual development. These activities foster creativity and increase the excitement of learning. Field trips and other educational presentations will be scheduled throughout the school year.

Lunches, snacks, and refreshments are **not** provided by the school. Students and chaperones may be asked to bring a snack or money for refreshments.

Dress for all field trips will follow the regular school dress code unless otherwise stated.

Inclement Weather

In the event of inclement weather that causes the cancellation of school, you may find notice of this as follows:

On local TV and radio stations—**We follow Duval County Schools**

Recorded message on the school answering system

If no announcement has been made and there is not a message specifically announcing that A.L.L. has been cancelled, parents and students should assume school will be open as normal. Before and after-school care will be closed any time A.L.L. classes are cancelled.

It is not our school's general policy to dismiss early; however, if at any time a parent feels it necessary to pick up their child for travel safety, the absence will be excused.

Emergency Care Plans

Any student with a chronic or severe medical condition (asthma, nut allergies, diabetes, seizures, etc.) must have an emergency care plan on file in the office. The office will provide copies of emergency care plans to all teachers, recess aides, and lunch attendants who have direct contact with the student. Teachers should review emergency care plans regularly to remain familiar with emergency guidelines. If a child has a severe allergy, parents should speak with the office manager regarding specific school procedures.

For your student's protection and the protection of others, students should be kept home when they have any of the following symptoms:

- Sick: cold symptoms (chronic coughing, sore throat, etc.).
- Temperature: A child must have a normal temperature for at least 24 hours before returning to school.
- Upset stomach, vomiting, abdominal pain, and diarrhea. A child must be kept at home until there has been neither vomiting nor diarrhea for at least 24 hours. Questions should be referred to the office.
- Undiagnosed rash or skin lesions, red or discharging eyes (i.e., conjunctivitis/pink eye), earache, or swollen glands. A child must be kept home with any of these symptoms until diagnosed by a doctor and the student has been symptom free for at least 24 hours.
- Please notify the office in the event your child has been diagnosed as having a communicable illness.
- Head Lice. Students may not be readmitted to school until treatment has been accomplished and evidence of all live lice and lice eggs (nits) have been eliminated. Parents must report incidents of head lice to the office. The custodial staff will be notified to treat rooms, and the

health staff will then take preventative measures to determine if other students have been affected.

If a student complains of illness, the school will:

- Check the child's temperature. If it is 101 degrees or more, the parent will be called and expected to pick up the child within one hour.
- If the child is vomiting and/or has diarrhea, the parent or emergency number will be called immediately and expected to pick up the child within one hour
- In the event of serious illness, accident, or injury to any child, the school shall follow the parent's written instructions for emergency medical care, with the prompt notification of the parent.
- The Jacksonville Fire Department and Rescue Unit will be called if the administration deems it necessary.
- Information regarding the illness, accident, or injury shall be noted in the school's health log.

If there are any questions regarding a student's attendance at evening activities in the event he/she is absent due to an illness, please refer to the guidelines above.

Students who have been sent home during the day due to illness are not permitted to participate in any school activity that day due to the risk of exposure of others to potentially contagious or communicable diseases.

Resource Services

A.L.L. has a number of resources (pull out services) available to meet students' educational needs. Please feel free to speak with your child's teacher if you feel there may be a learning issue for your student.

Student Health & Illness

- A.L.L. will adhere to the following procedures recommended by the Florida State Health Department when dispensing medication:
- All medications (prescription/nonprescription) shall be given to a child only with a signed Authorization to Administer Medication Form on file in the office.
- All prescription medicine/drugs shall be in the original container and labeled with the child's name, physician's name, and written instructions.
- Tylenol or Ibuprofen may be given with verbal or written approval of the parents. A log will be kept in the office to record each time medication is given.
- Minor cuts and scrapes may be dealt with in the classroom. More serious injuries should be dealt with in the office.

All students are required by the State of Florida to be current in their immunizations schedule. Waivers for immunizations will be accepted for religious and health reasons. Exemption forms are available from the administration.

Visitors to School

A.L.L. faculty and staff welcome parents, family, and friends to visit the school with an appointment. The following guidelines pertain to school visits:

- A parent, family or friend, who wishes to speak to a student, teacher, or staff member, must receive permission from the office.
- A parent or family member should first report to the school's office when entering the school grounds.
- In order to keep classroom disruptions to a minimum, only prospective students will be allowed to visit during the school day.

Lunch Visits

A.L.L. parents are welcome to have lunch at A.L.L. As always, please stop by the front office to sign in and get your visitor badge. Any other guests must be pre-approved by the administrator at least one day in advance. Their dress and conduct must be appropriate for our school environment. Finally, any guest that has not been preapproved will not be admitted into the school.

Attendance & Tardy Policies**Attendance**

The parent of a school aged child is responsible for the child's daily attendance. You must sign your child into school when they are late. He/she will be given a tardy slip before he/she may enter class. If a child accumulates 3 tardies, it is considered 1 absence (1 missed school day). The same is true of early pick-ups—3 early pick-ups (or in combination with tardies) equal 1 absence. Excessive unexcused tardies and/or unexcused absences could cause your child to be retained. The state mandates the student must be in school a specific amount of instructional time to complete a school year.

For early pick-ups from school, a parent/guardian must sign his or her child out in the office before the child may be taken off campus. ID is checked when the adult is not familiar to the staff. This procedure is in place so your child(ren) are safe. Students may not be checked out of school during the last 45 minutes of the school day.

1. Parents are required to call and tell why a student is absent from school. Parents need to call the school by 9:00a.m., to report an absence. To request homework assignments for absences of two days or more, it is the parent's responsibility to contact the teacher directly.
2. If a student is tardy to school, he/she must sign in at the office to be admitted to class.
3. To be considered in attendance for a school day, full-time students must be present for a half day or more.
4. If a student will be absent from school for more than one day for any reason other than illness, prior permission must be given by the administrator. Please stop by the office and complete a form.
5. Students who are absent more than 9 days in a semester in any given class may be in jeopardy of losing credit for those classes.
6. All school days on the school calendar are considered full school days unless otherwise specified. All days including special activity days, are considered compulsory attendance days. Any absence will be excused for the following reasons:
 - a. Illness
 - b. Death of the immediate family
 - c. A doctor or dental appointment that could not be scheduled outside of school hours
 - d. Out-of-town trips with prior approval
 - e. Unusual hardships
 - f. Inclement weather
 - g. Natural disaster
 - h. Car accident

ALL recognizes that doctor and dental appointments are an important part of any health or hygiene programs and will honor appointments as follows:

1. Parents should call the Administrative Assistant 9:00 a.m., to report that the student will arrive late to school or needs to be dismissed early due to a doctor appointment. Parents do not need to call their student's teachers. The Administrative Assistant will inform all teachers.
2. Parents should send a note to school with their student advising that the student needs to leave school early. The note should be brought to the Administrative Assistant before the start of school.
3. All students must sign out in the office before leaving for any appointments.

Make-up Work

Students are eligible to make up missed classwork if they return to school with a **written (excusable) excuse**.

1. Students should not wait for teachers to inform them of makeup work; this is the student's responsibility.
2. All student makeup work is due within a week of his/her absence. A zero "0" will be entered into the gradebook until the work is made up.
3. If a student is gone for more than 5 days, an alternate solution for classwork missed will be at the sole discretion of the teacher.

Attendance and Credit

A loss of credit may result at the 10th absence in a semester. Excessive tardies and/or absences will be referred to the administrator for appropriate actions.

Tardies

It is the student's responsibility to be in his/her class on time.

- The first tardy, students receive a verbal warning.
- The second tardy, students receive a verbal warning and discussion with the teacher.
- Remember 3 tardies (or early pick-ups) equal 1 absence (1 day absent from school). A student who is absent more than nine (9) days within a semester or more than four (4) days within a nine (9) week period will not receive a passing grade for the semester.

Early Dismissal

If early dismissal is needed, please call the school before 10 a.m. The Administrative Assistant will notify the student's teachers. Students must sign out in the school office prior to leaving campus.

Homework Policies

Homework assigned by teachers at A.L.L. must be completed by due dates. Teachers will keep students accountable for homework and require that it be completed. Homework that is missed due to excused absences can be made up. The students are responsible to go to their teachers to find out what work should be made up. If the student is absent for longer than 2 days, you may contact the teacher directly to see if there is additional work. (You may also check PraxiSchools System for your child's homework.) A zero "0" will be entered into the gradebook until the work is made up. All make-up work must be completed and turned in within 5 days after the absence unless other arrangements have been made with the teacher.

Late work is "work not turned in on time without good reason." Being gone for an illness or other excused absence is NOT late work. Teachers may choose to not accept any late work or accept it at a reduced credit level. It is clearly in a student's best interest to turn in his/her work on time.

Student Records

A.L.L. maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education may include, but are not limited to, the following types of records: identification date, attendance date, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. Student records shall remain confidential, except according to the 1974 Privacy Act. The records of each student are located in a file at the school which he/she is attending.

The following information may be released to the public in regard to individual student of the school: name, address, telephone listing, date and place of birth, awards received, the last previous school attended by the student, and other similar information. Any student, parent, or guardian not wanting this information released to the public must make objections in writing to the respective administrator, and this objection must be renewed at the beginning of each school year.

Electronic Devices

All electronic devices (including, but not limited to, laptops, cell phones, PDA's, iPods, video iPods, and MP3 players) may **NOT** be used during the school day. The only exception is with teacher/administrator approval for specific educational-related projects.

Students who have technology requirements in the Individualized Education Plan (IEP) will be allowed to use that technology required.

Moral Conduct

God tells us in *His Word*, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (I Timothy 4:12)

It is the goal of A.L.L. to maintain high standards of behavior. It is important that all students show (HONOR), respect toward spiritual matters as well as to teachers, staff, and anyone in authority.

Discipline Categories and Consequences**Category I**

This includes activities that create minor disturbances or prevent classroom order and instruction. These are some examples of Category I rule violations, including, but not limited to:

- Talking out of order
- Disturbing the work of another student
- Making disruptive noises
- Moving about the classroom without permission
- Disturbing another class from the hallway
- First and second dress code violations
- Hallway misbehavior (i.e. pushing, shoving)

Consequences of Category I Misconduct

Offenses may result in detention, additional work, note home, Student-Principal conference, or category II consequences for recurring offenses.

Category II

This includes activities and attitudes that show lack of respect for authority or property. Frequent and repeated violations of Category I rules. These are some examples of Category II rule violations, including, but not limited to:

- Lack of respect for authority, including disrespect towards teachers, coaches, or staff
- **Bullying**
- Gambling
- Negative attitude toward other students or about
- Cheating
- Swearing, cursing, or filthy language
- Third violation of dress code

Consequences of Category II Misconduct

Offenses may result in student-administrator conference, parent-administrator conference, and/or suspension, or Category III for recurring offenses.

Category III

Category III includes the most serious infraction and consequences. It would include activities that threaten the safety of a student or other students, activities that show a consistent lack of respect for authority or property, or activities that violate Biblical moral codes in conduct. Category III also includes frequent and repeated violation of Category II rules. These are some examples of Category III violations, including, but not limited to:

- Assaulting another student or staff member. Physical assaults may include flashing a weapon, hitting, shoving with intents to injure, kicking, spitting.
- Sexual harassment. This includes unwanted sexual advances, making gestures, displaying sexually suggestive objects or pictures, making or using derogatory comments, derogatory slurs or jokes, and sexually degrading words used to describe an individual.

Consequences of Category III Misconduct

Offenses **WILL** result in principal-parent conference, suspension or expulsion.

Bullying

Bullying behaviors are defined as direct or indirect unwanted behaviors toward an individual that could involve a single or repeated incidences and cause feelings of isolation, exclusion, or distress. Because of the very serious nature and the negative impact that bullying can have on the lives of pupils, it will not be tolerated at America's Little Leaders.

Conquences:

Kindergarten

1. Warning with an explanation.
2. Time out in the classroom with a teacher follow-up phone call that evening.
3. A bullying form will be sent home for the parents to sign.
4. Child calls home from school immediately after the incident, is timed out away from other students but within the teacher's view.
5. Child must go home.

Grades 1 & 2

1. Time out in the classroom with a teacher follow-up phone call that evening.
2. A bullying form will be sent home for the parents to sign. Student will be separated from classmates at recess. An alternative form of exercise will be provided for the student.
3. Child calls home from school immediately after the incident. Child is separated from classmates with in the teacher's view for the remainder of the day.
4. Parents are notified and must pick up the child and take them home.

5. If an incident occurs for the fifth time, the student is removed from the classroom and is sent to the principal. Parents will be called to pick the child up immediately. An meeting with the principal before the student may return to class.

Grades 3 & 4

1. Parent notification. Student will spend two days of recess and lunch period away from peers. Individual exercise will be supervised.
2. Parent notification. Student will make a personal apology to the victim and his/her parents. One week of lunch and recess away from peers.
3. Parent notification. Personal apology to victim and parents in their home. Student will spend the day away from peers in classroom. They will read an anti-bullying publication. They will summarize the information contained.
4. Parent notification. Student will be sent home. A parent meeting with principal will be required before the student may return.
5. Suspension with the possibility of expulsion.

"Therefore encourage one another and build each other up." (I Thessalonians 5:11)

Damaging School Property

Students will be responsible to pay for any damage they may cause to school property due to carelessness, horseplay, vandalism, etc. All students are expected to respect school property by not littering while in the building or on school grounds.

Dispute and Complaints

There are many interpersonal relationships important to the purpose and functions of ALL, and with these relationships are opportunities for misunderstandings, suspicions, and hurt feelings. When not immediately addressed, these may lead to gossip and slander that counter the work of the school and destroy its testimony for Jesus Christ.

The aggrieved should first go to the source of the grievance in an effort to resolve the grievance. Many times grievances can be resolved at this level; i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the administrator about a policy problem.

When dealing with a grievance, *the aggrieved* and *the source* should adhere to the following guidelines:

- Prayer: Pray for God's wisdom-James 1:5
- Discussion of the Complaint: Discuss the grievance only with those that are part of the problem or part of the solution (Matthew 18:15).
- Openness: Be open, friendly, willing to listen, and seeking peace.
- Understand the Complaint: Make certain the complaint is understood and all circumstances surrounding the grievance are clarified. Both parties should have the facts.
- Implement the Solution: If there has been a solution, allow adequate and reasonable time for the solution to be implemented before proceeding to the next higher authority. Notify the source of the grievance of a hearing where the next higher authority will be sought.

Discipline

Explanation of Consequences

- *Additional work:* Work assignments done before or after school. Assignments may be in academics or the student may be assigned a labor task.
- *Note home:* A report of the misconduct sent to a parent via phone.
- *Detention:* Student spends time (usually 30 minutes) under supervision of a teacher or administrator. The time spent comes from the student's time before school. The time and place are set by the teacher or administrator.
- *Out of-School Suspension:* A student may be suspended from school only after a parent-principal disciplinary conference has been held. Very specific changes in attitude and actions will be required for re-admission. A re-admission parent-administrator conference will be necessary for the student to return to school. Disciplinary probation begins when a student is suspended from school.
- *Expulsion:* Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of the student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probation. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendation for expulsion will require the approval of the Principal. Out of school suspension will be put in place until the Principal approves of the expulsion. Conditions of an expulsion at A.L.L. require that the student who is expelled not to be allowed to return to the campus of A.L.L. for anything.

Emergency Procedures

Fire Drill Evacuation Procedures

ALL will conduct fire drills monthly. Teachers will assist students in identifying exits. It is the responsibility of each student to know A.L.L. emergency procedures for each room in which he/she has class.

The procedures for fire drills during class are as follows:

- All students will walk single file out of the front or rear exit in an orderly manner. Do not stop for belongings.
- No one is permitted to talk during the *drill*. All must listen to the teacher's directions.
- All classes are to stay in single file facing the building.
- Attendance will be taken outside as soon as the students are lined up.
- Missing students will be reported to the assigned staff members for that area. Restrooms will be checked immediately.
- A student monitor will be selected to help students. The signal to return to the building will be given when all is clear.

Lockdown Procedures

There may come a time when a dangerous person(s) may attempt to enter the building intent on causing harm to our students. Lock-down procedures put a locked door between students/staff and the dangerous intruder. This lock-down will include classroom doors as well as the external doorways leading into the school. In this way we can control access to the building and the students inside. Students will remain in a locked and secure area until the potential threat is neutralized. Communication with parents about a lockdown will be made using the most efficient mode possible.

Tornado/Hurricane Drill Procedures

- Tornado/Hurricane drills will be conducted during the school year.
- A series of short blasts will indicate the beginning of a tornado drill.
- Students must be in a formed shelter area within two (2) minutes.
- Students must remain quietly in the shelter throughout the drill.
- A signal will be given when all is clear.

America's Little Leaders' policies and guidelines are subject to change based upon the circumstance. We are using this handbook as a guideline.

Blessings,

Mrs. Abbie Sanks, Principal and Director

***America's Little Leaders* Parent-Student Handbook Receipt**

_____ have received a copy of the Parent-Student Handbook which includes our rules, regulations and expectations of our parents and students.

- ☐ I have read and understand the information contained in this manual.
- ☐ I also realize that this information may change as the program grows and develops.
- ☐ I understand that the Principal will notify me in writing if changes in this manual are made.

Parent Signature

Date

Principal's Signature

Date