



## ALL ANGELS ACADEMY

### MIDDLE SCHOOL CODE OF CONDUCT

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

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

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

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

#### **Textbooks and Workbooks**

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

#### **Academic Probation**

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

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

Some options that we can choose to exercise if a student is put on academic probation include,



but are not limited to:

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

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

### **Classroom Conduct**

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

**A. Some conduct standards apply in all classes:**

- Be a respectful listener. Listen without interruption to whomever is talking and show tolerance for the ideas and questions of others.
- Be gracious. Ask questions, discuss, and debate in a polite manner.
- Be cooperative. Follow directions given by adults.
- Be considerate. Leave it better than you found it; before leaving a room, restore it to a clean and presentable condition. Use each space and its furniture for the intended purpose only.
- Be safe. Leaning back in chairs is dangerous. All four chair legs on the ground.

**B. Individual teachers may also set guidelines particular to the needs of their classrooms and subject matter.**

**C. Come prepared to class:** All core classes take place in the Middle School area, and therefore, transitions from one class to another are easily accomplished. Being prepared with required materials (notebooks, books, assignments due) when you report to each class is essential to the happiness of you and your teacher. Developing a self-check system before leaving your locker is a habit everyone should adopt.

### **Chapel**

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

### **Language**

#### **A. Profanity**

All Angels Academy sets high standards and expectations for appropriate language. Students are not to use profanity or crude references at any time.

#### **B. Put-Downs**

Students are expected to refrain from making any potentially hurtful comments, even in a joking manner.



### **C. Rumors and Gossip**

Students are expected to avoid spreading rumors and gossiping.

### **D. Threats and Bullying**

Students may not threaten, taunt, or otherwise provoke or harass another person.

### **Cellular Phones**

While the School acknowledges that many children have cell phones, we also know that they can cause problems at school when used during the regular academic day. There is a telephone in the office, which is available during the school day for emergency use. Cell phones should be kept in student lockers or book bags and should be turned off during the school day. Students who are discovered using the cell phones during the school day will have their phones confiscated and turned in to the Principal. This includes receiving and sending text messages.

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

### **Electronic Devices**

Students may not have the following at school: CD players, MP3, MP4, portable game systems, or laser pointers during the school day. With the exception of students with documented special needs, laptops will not be permitted.

### **Locker Searches**

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

### **Gum**

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

### **Trash**

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

### **Infractions and Corrective Measures**

Infractions have been rated at three levels: level one being the least serious and level three



being the most serious infraction. Corrective measures for each level are also increasingly more severe. Parents must be contacted for level two and three infractions. One or more corrective measures may be employed as deemed necessary.

<b>LEVEL I</b>	
<p><b>INFRACTIONS</b></p> <ul style="list-style-type: none"> <li>Classroom disruption</li> <li>Disrespect and unkindness to others</li> <li>Minor insubordination to someone in authority</li> <li>Insubordination during school, including breaks or lunch</li> <li>Uniform violations</li> </ul>	<p><b>CORRECTIVE MEASURES may be taken in any circumstances</b></p> <ul style="list-style-type: none"> <li>Parental Contact</li> <li>Verbal reprimand</li> <li>Temporary Removal from setting or time out (in classroom or main office)</li> <li>Trash Duty</li> <li>After school detention or removal from school related activities</li> </ul>
<b>LEVEL II</b>	
<p><b>INFRACTIONS</b></p> <ul style="list-style-type: none"> <li>Destruction of Property</li> <li>Open defiance to someone in authority</li> <li>Threats / Intimidation</li> <li>Forgery</li> <li>Unauthorized absence from school or Class, including leaving campus without written parental permission</li> <li>Classroom disruption (major)</li> <li>Disorderly conduct (major)</li> <li>Disrespect and meanness to others</li> <li>Misbehavior on school trips or related functions</li> <li>False or misleading information</li> <li>Profane or obscene language or materials</li> <li>Violation of Honor Code</li> </ul>	<p><b>CORRECTIVE MEASURES</b></p> <ul style="list-style-type: none"> <li>Parental Contact (mandatory)</li> <li>Parental conference</li> <li>After school detention</li> <li>In school suspension</li> <li>Out of school suspension</li> <li>Restitution of property or damages</li> <li>Temporary removal from school related activities or programs</li> <li>Community Service (to our School or Church)</li> <li>Suspension or expulsion</li> <li>Please refer to Honor Code</li> </ul>
<b>LEVEL III</b>	
<p><b>INFRACTIONS</b></p> <ul style="list-style-type: none"> <li>Fighting</li> <li>Destruction of property</li> <li>Gross insubordination and disrespect for those in authority</li> <li>Stealing</li> <li>False fire alarm</li> <li>Other very serious misconduct</li> <li>Violation of Technology Acceptable Use Policy</li> <li>Possession of potentially dangerous contraband</li> </ul>	<p><b>INFRACTIONS</b></p> <ul style="list-style-type: none"> <li>Parental Contact (immediate, followed by written notification by teacher or administration)</li> <li>Immediate removal from setting</li> <li>Out of school suspension</li> <li>Removal from school related activities or programs</li> <li>Community Service (to our School or Church)</li> <li>Expulsion</li> </ul>



## **Dance Parties**

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

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

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

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

**Please sign the Acknowledgement Form for Review of On-Line Documents.**

