

**PARTNER CAMPUS
INFORMATION
PACKET**



**ATLANTA
ADVENTIST
ACADEMY**



TABLE OF CONTENTS

GENERAL INFORMATION

Welcome Letter - Principal.....	3
Partner Campus Checklist	5
TRUeConnect Partner Campus Application Form.....	6

FINANCIAL

Introduction Letter – Treasurer.....	7
Financial Information Sheet – Full-time and Part-time campus/student.....	8

ACADEMIC

Introduction Message – Registrar.....	9
Locally Taught Elective Classes Intro.....	10
Local Campus Credit Report Form.....	11
Home and School Contract.....	12
Academic Testing.....	13

TECHNOLOGY

Introduction Message – I.T. Director.....	14
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AAA-LOCAL CAMPUS OPERATIONS

Who do you contact?	16
Facilitator Job Description.....	17
Facilitator Check Sheet.....	18
Partner Campus Review Visit Form.....	19
Sample Schedule	21

RESOURCES

Information Guide.....	22
Partner Campus Mission Statement & Vision.....	23
Most Common Questions.....	24



A Letter from the Principal

Welcome Partner Campus!

I am excited to tell you about the educational package that Atlanta Adventist Academy (AAA) has designed specifically for you, your school, and students. Let me introduce you to *TRUeConnect*.

TRUeConnect is cutting edge technology-enabled education delivered directly to each student, meeting national and Adventist standards. AAA's teachers are fully NAD certified, and teach their subjects at the highest level possible.

What does TRUeConnect stand for?

T - Technology Enabled

R - Relationship Directed

U - Unsurpassed Excellence

What makes TRUeConnect unique from other online educational programs?

TRUeConnect embraces "Real Time" active learning for students from many locations, who are joined together through telepresence technology. They converse and interact with teachers and each other as though they were in the same location. Students connect from their local campus into live video classrooms. Students are able to form lasting, meaningful relationships with their teachers and their classmates even though they are miles apart! The following is a list of resources that all students are provided:

- Realtime instruction from teachers in every class
- Each student receives an iPad
- After school tutoring is provided by student tutors as well as teachers
- Counseling – Academic, College, Career, as well as Parent/Teacher Conference.
- Financial Assistance
- Internships and Clubs – NHS, HOSA, Media Communication, Disaster Relief, Campus Ministries, SA
- Outreach Programs – Spiritual Retreats, Mission Trips, and Community Service Outreach.

Why Atlanta Adventist Academy?

Atlanta Adventist Academy specializes in connecting mind, body, and spirit. They work hard to connect students from all parts of the Midwest and East coast to each other, to a caring faculty, to amazing technology, to other cultures, and most importantly, to the God that brings everyone together.

What is expected of the Partner school students/parents/school?

As wonderful as *TRUeConnect* is, the students success depends on much more. Please keep the following in mind:

- ⊕ A student should be self-motivated to learn if they are to succeed as a connected student, this is especially true for home learners.
- ⊕ There must be a parent/guardian figure who commits to frequent monitoring of progress.
- ⊕ The local facilitator is a pivotal figure locally. He/she must be a communicator (with AAA/local campus) and a liaison with the home and schools. For all practical purposes the facilitator is the teacher in their classroom, they are just not delivering the lessons.
- ⊕ The facilitator and Partner Campus Principal will have access to all their secondary students' grades, student assignments and communications with teacher through the students Jupiter accounts.

- ⊕ Technology connection must be optimal since this is the vehicle in which instruction is given.
- ⊕ The classroom space must be conducive to learning.
- ⊕ Partner schools and students must keep in mind that the Carnegie Points that are used for secondary class credits are computed based on minutes and frequency of the class taught. Although we believe that it is great for local secondary students to attend local campus trips/activities, these must be planned in advance. It might be helpful for the local administrator to look at the AAA calendar of events to synchronize field trips and community service days, if possible. Otherwise, a two-week notice is required for excused tardy/absences written by parent, facilitator, or school administrator. This will ensure that the absence will be properly processed, and that news will be sent to the teachers so they can plan accordingly.

TRUeConnect offers a whole new world of Adventist Education. Included in this packet, you will find an application/registration package as well as resources that we hope will make the “connection” process simpler. Visit [Atlanta Adventist Academy](#) online and watch our short promotional video to learn more.

I look forward to meeting you on the first days of school when we require all Partner Campus students to be physically present at AAA to collect their books/technology, meet their peers/teachers and enjoy the fun activities that the Student Association has prepared.

Facilitators’ training and meetings with teachers will take place on the first two days of each semester.

Please see the following ‘Who do you call?’ protocol sheet. It will point out who to contact when different needs arise. Meanwhile, I am here to help should you have any question.

In His Service and Yours,

Kirk Haley

Principal

Atlanta Adventist Academy

khaley@aaa.edu

Office 678-512-9912

Cell 360-941-7065

Fax 678-512-9999

CHECK LIST FOR BECOMING A PARTNER CAMPUS WITH ATLANTA ADVENTIST ACADEMY

1. **DETERMINE THE NEED** by local School Board/Principal for outside assistance with a 9 – 12 grade education for their students.
2. **CONTACT AAA** by local School Board/Principal directly or through the Conference to discuss the options of becoming a Partner Campus with AAA. **Must send letter of board approval.**
3. **DOCUMENTATION NEEDED** from Local School Board/Principal (review information to ascertain program and expectations):
 - **Approval letter** from local School Board/Principal
 - **TrueConnect Campus Application** filled out by local school Principal to become a Partner Campus and submitted to AAA (page 6 of Information Packet)
 - **Financial information** (contact AAA [Business Manager](#))
 - **Affirm what program** is wanted by local School Board/Principal
 - **Review** TRUeConnect Booklet ([TRUeConnect Information Booklet](#))
 - **Equipment needs list** at local School and discussion with [AAA IT director](#)
 - **Board/parent Information Packets** sent/received
4. **AAA MEETS, IN PERSON OR ONLINE, WITH SCHOOL BOARD/PRINCIPAL TO DISCUSS:**
 - **Explanation** of working of connected school education system
 - Education of **students' roles and needs**
 - Social life
 - Spiritual life
 - Academic life
 - Dress code expectations
 - **Communications** between schools
 - **Expectations** between Local School/Board/Administration and AAA
5. **FINAL PREPARATIONS**
 - **Final decision** to partner with AAA
 - **Finalize** equipment and install
 - **Hire** of facilitator
 - **Send list** of potential students to AAA with contact information
 - AAA and local school **talk to parents** about registration and classes
 - **Registration** of students at local school
 - Send **student transcripts** to AAA
6. **FINAL AGREEMENT BETWEEN AAA/LOCAL BOARD/PRINCIPAL**



TRUeConnect Partner Campus Application

Name of School/Campus: _____ Application Date: _____

Principal: _____ Contact # _____

Contact Email: _____

School Address: _____

Conference: _____ Conference Admin: _____

Facilitator(s): _____ Contact #: _____

Email: _____

PLEASE CIRCLE ONE: We would like to apply for **FULL TIME / PART TIME** Connection.

GRADE LEVEL AND PART-TIME CONNECTION (IF APPLICABLE)

Grades for Part-Time Connection: 9th _____ 10th _____ 11th _____ 12th _____

WHICH CLASSES WILL YOU BE CONNECTING TO? (MINIMUM TWO CLASSES)

How many students are you projecting to have connected in this program? _____

GRADE LEVEL AND FULL-TIME CONNECTION (IF APPLICABLE)

Grades for AAA Full-Time Connection: 9th _____ 10th _____ 11th _____ 12th _____

ALL CORE SUBJECTS _____ ELECTIVES _____

We would like to offer the following classes locally: (Please see page 11 for local instruction form).

INITIAL APPROVAL CHECKLIST

How many students are you projecting to have connected in this program? _____

1. Date AAA TRUeConnect Program presented to local **School Board** _____
2. Date AAA representative speaks to **Parents** _____
3. Date **local Conference** given notice of partnership _____
4. Name of Conference Education Officer _____
5. Date of AAA visit of school/facility _____
6. Hire local facilitator for secondary program _____ (see facilitator job description pg.)
7. Wi-Fi connection bandwidth of _____ for secondary facility _____
8. Copy of TRUeConnect Partner Campus Application to Conference OE and Southern Union OE _____

COMPLETED FIRST PAGE IS DUE BEFORE **MAY 31**. UPDATED AND COMPLETED APPLICATION IS DUE BEFORE **JULY 15** REGISTRATION DEADLINE.



Introduction Letter – Treasurer

Dear Potential AAA TRUeConnect Partner Campus Administrator/Board:

We are looking forward to partnering with you in providing Adventist education through technology in your local area of ministry.

Included, you will find the financial information sheet for full time students, as well as for part-time campuses, for the specific stated year. But first, I'd like to add information that might be of help as you prayerfully decide if AAA TRUeConnect is a viable program for your local campus.

You will see the charges divided into two groups:

- Application/Registration fees
- Monthly tuition

The first one is paid by the parent directly to AAA. The \$100 **application fee** will be charged via Jupiter Ed when they initially go to www.aaa.edu to register their student – the first step to registration between February and August. Once initial information is entered and the payment goes through, the system will allow them to continue further, and they will be informed by the Registrar regarding protocols for transcripts, health information, etc. (The Registrar's info letter (in this packet) will give you more details on this process.) Once the application process is over, the parent will have until registration day in August to pay the remaining registration fees.

We encourage the local campus not to intervene in allocating the registration fees for the parent/student. In the past, local campuses have attempted to 'help' dissuade the initial bulk by asking AAA to divide the \$1000 registration into 10 monthly, \$100 payments to be added to monthly tuition. This seemed like a good idea at the time. But if a student drops out of school mid school year, the outstanding registration amount, which should have been collected at the beginning is hard to collect once the student is gone. Therefore, your local campus is left 'holding the bag.'

The second bullet point, the **monthly tuition** is billed to your school. We send you a monthly invoice for the amount per student times the number of students on your campus. We never quote to parents the tuition fees since we believe that you, as a local campus, need to agree on a tuition cost that will meet your local needs. Because you pay the rest (utilities and facilitator, etc.), many campuses will charge their local secondary students a little higher than the 8th graders. That is your right.

If a student were to drop out of school mid-school year, it is the local campus administrator's responsibility to let us know their official drop-off date so we can discontinue tuition for that student. Please, do not count on the parent (even though they will inform us for transcript purposes) on being prompt in letting us know their student is no longer attending school. This way you will be ensured fair charges.

Your local student may sign up for local state scholarships which might help with college (Bright Future, FL; Georgia Hope, etc.). Our school diploma/transcript will name your campus and address in their transcript as a local campus of Atlanta Adventist Academy for that specific purpose.

If you have any questions, please feel free to contact me via phone or email. My 'door' is always open.

Okemas Williams
AAA Treasurer



Financial Information (Tuition and Fees)

*Georgia-Cumberland Conference Partner Campus Students
FOR BOARD/SCHOOL USE ONLY*

REGISTRATION FEES (Due online through FACTS)

Application Fee (Due <u>after</u> completion of application)	100.00
Book & Technology Fee (Due <u>on</u> Registration Day)	400.00
Registration Fee (Due <u>on</u> Registration Day)	550.00
Partner School Activities Fee (PSAF)*	115.00
TOTAL REGISTRATION FEES	\$1,165.00
SENIORS ONLY (Graduation & Class Dues)	215.00
TOTAL for SENIOR REGISTRATION	\$1,380.00

TUITION – Billed August – May (10 billings) **Invoiced to Partner Campuses directly**

Tuition for Georgia Conference Resident (\$2500.00/Year)	250.00/Month
Tuition for Out of Georgia Conference Resident (\$3500.00/Year)	350.00/Month

Additional Tuition (Full amount due at beginning of semester, if taking class)

Dual Credit College Class	500.00
Part-time Class – per unit/class (Enrolled in two class maximum per semester)	1,000.00

OTHER FEES

One-time Annual Tour/Trip Fees (Rates Subject to change)

AAA Scholars Trip (Optional)	250.00
Mission Trip (Optional)	1,000.00
History Trip	700.00
Leadership Trip (September)	110.00
Prayer Conference Trip (January)	110.00

REGISTRATION DISCOUNTS AVAILABLE

Early Application (Discount taken off Registration Fees – Deadline Mar. 31)	65.00
Academy Day Scholarship	50.00
Sibling Discount (Discount off 2 nd child Registration Fees)	150.00
Academic Scholarship - High Honors (All A's prior year)	350.00
Academic Scholarship - Honors (All A's & B's prior year)	175.00
Educational Subsidy (35% of Registration Fee, if approved)	192.50

MONTHLY DISCOUNTS AVAILABLE

AAA Worthy Student Funds (GCC Schools only; Need based funds)	25.00-100.00
Educational Subsidy (35% of Tuition, if approved)	

*Partner School Activities Fee (PSAF) includes all co-curricular activities. These fees have all been rolled into a monthly amount billed as a PSAF. Co-curricular activities include lab fees, careers & test preparation fees, additional spiritual enrichment activities, student association activities and banquet charges, school field trip fees, and all other elective extra fees.

Call AAA today to work out a financial plan to fit your budget (404)699-1400. www.aaa.edu/ways-to-save



Introduction Letter – Registrar

Greetings!

We at Atlanta Adventist Academy (AAA) are pleased to share with you any information that may facilitate your understanding of our academic program.

From its conception as an Atlanta Metro, multiple-campus school, AAA was designed to be a College Preparatory Secondary program. This is the reason why the following facts are also true:

- ⊕ Minimum GPA accepted is **2.5**
- ⊕ NHS minimum GPA is **3.33**
- ⊕ Most classes are taught as block classes.
- ⊕ AAA has a uniform for its dress code starting in 2021 - 2022.

I will be working individually with parents after the application is received. They will provide the needed paperwork, which includes an official sealed academic transcript. Based on the information received, the student will either be accepted or not into AAA. Reasons why a student may be declined enrollment vary from academic to social (discipline).

Once the student has been accepted, the registration process will continue and further information for the registering of classes will be sent to the parents. I will work on creating a personal academic load that includes required core classes as well as student-chosen electives.

Teachers are expected to communicate directly with students/parents and vice versa. Students receive instruction live but turn in their work via Jupiter Ed (see ***I.T. Director information***) and meet with their peers to collaborate via Hangouts. The Academic Standard Committee will review, bi-weekly, the student progress based on teacher's recommendation and if follow-up is needed, the parent and student will need to meet with the teachers/administration on screen to formulate strategies in an effort to avoid being placed on academic probation and ultimately fail a class.

We, at AAA believe that if we work together (local campus and academy campus; parent and student) - predicating and practicing excellence, monitoring student progress, academically supporting needs – TOGETHER, we WILL succeed.

Please, do not hesitate to contact me should you have questions or concerns. We are at your service.

Mayra Rivera- Mann
Registrar

Locally Taught Elective Classes

In harmony with the SDA Education Philosophy which states that education should be holistic (spiritual, mental, physical), Atlanta Adventist Academy (AAA) encourages TRUeConnect campuses to teach a few local electives (music, PE, hands-on-type classes), allowing the secondary student to get away from the screen for a few hours. These classes are taught at AAA and partner campuses can work with AAA for their students to take all their classes through AAA. Our aim is to create the best academic program for the students.

If teaching local electives, the following must be provided to AAA by the local campus before start of each semester, to ensure that local classes receive secondary academic credit:

- ⊕ **Local Class Credit Report Form** (make sure to include minutes/frequency of class being taught for computation of credits).
- ⊕ **Local Teacher Certification**
- ⊕ **Syllabus/Scope and Sequence of Class**
- ⊕ Included in syllabus, **name of secondary level textbook/resource being used** (if applicable).
- ⊕ **Student Roster**

At the nine-week and semester mark, the local teacher must also provide the roster of students with their individual class grades and attendance records.



LOCAL CAMPUS CREDIT REPORT FORM

2959 Duluth Hwy 120 . Duluth, GA 30096 . 404.600.1400 . www.aaa.edu

AAA PARTNER CAMPUS NAME: _____

Reporting date: _____ Local Administrator: _____

Teacher Name: _____

(Unless already done in the present school year, please include copy of teacher's NAD certification.)

Locally taught subject: _____

Note: AAA must approve locally taught subject.

Days of the week class was taught: M T W Th F

Class minutes per day: _____

Check Box that Applies:

SEMESTER ONE

SEMESTER TWO

Describe the units/activities taught this last semester in the above subject:

Include with this form the **ROSTER OF STUDENTS** before each semester and with each nine-week and semester grade report.



HOME AND SCHOOL CONTRACT

<p>As a student, I commit to:</p> <ul style="list-style-type: none"> • acknowledging myself and all others as brothers and sisters in Christ. • using my unique, God-given talents and personality to positively contribute to the atmosphere of the school community. • respecting the rules and policies of the school and each individual teacher. • not be distracted by technology, but to use it ethically, as a powerful learning tool and study aid. • spiritual enrichment, which comes from prayer, mindfulness, Bible study, and chapel attendance. • academic excellence, which comes from turning in my assignments on time, submitting my own work, and asking the teacher for help if I do not understand the material. <p style="text-align: right;">Student _____ Date _____</p>	<p>As a parent/guardian, I commit to:</p> <ul style="list-style-type: none"> • the belief that an education can only be complete if the student is provided support both at school AND at home. • the spiritual enrichment of my student, which comes from creating a Christ-centered home where he/she feels accepted, supported, and loved unconditionally. • academic excellence for my student, which comes from monitoring his/her grades, homework, and upcoming assessments on a weekly basis. • ensuring that my student is not distracted by technology, but rather uses it wisely and for its intended purposes. • having periodic, respectful, and effective communication with my student's teachers regarding his/her progress and initiating discussions on how best to support him/her academically, socially, and spiritually. <p style="text-align: right;">Parent/Guardian _____ Date _____</p>
<p>As an administrator, I commit to:</p> <ul style="list-style-type: none"> • creating a school environment where all are seen as equally gifted and valued. • upholding Christ as the ultimate model for an educator, and to always seek His wisdom when it comes to matters of the academic program, school policy, activities, and disciplinary action. • treat all students equally and enforce school policies fairly and consistently. • keep continual and open communication with students and parents regarding important school or student related matters. • always put the student success first when making decisions that relate to the health and well-being of the school. <p style="text-align: right;">Administrator _____ Date _____</p>	<p>As a teacher, I commit to:</p> <ul style="list-style-type: none"> • upholding Christ as the ultimate model for an educator. • creating a classroom environment where all students feel accepted and valued. • respecting each student as capable of succeeding. • adhering to rigorous academic standards, befitting of a college-preparatory curriculum. • Monitoring each student's individual performance and communicating with the student and the parent if he/she is falling behind. • being an academic advisor and a strong Christian mentor, capable of providing academic and spiritual support when needed. <p style="text-align: right;">Teacher _____ Date _____</p>



Academic Testing

Atlanta Adventist Academy (AAA) students will need to take the following tests during their time at AAA.

- **Math Assessment** – New students are tested in Math when they enter AAA. The Math testing is used to determine whether the student is ready for secondary math or advanced math. Upon acceptance, he/she will be placed in Fundamentals of Algebra, Algebra I or Accelerated Algebra.
- **ACT Aspire Test** – Freshmen and Sophomores must also take the **ACT Aspire Test**. Because this is a national test that is mailed to the school and must be mailed back, local campuses must make arrangements for their students to be tested locally. The students from Partner Campuses are welcome to take the **ACT Aspire** and **PSAT** tests given at AAA but they must be present on campus when they are offered. If bringing students to AAA for testing, please let the Testing Coordinator know in advance since materials are ordered ahead of time.
- **ACT** – For **ACT** testing, the parent, through the <https://www.act.org/> website, must register their Junior and/or Senior for the local ACT test given at specific testing centers. AAA is a testing center, and students may register at www.act.org to take their test on the Duluth campus if they would like.

For any additional information, please contact AAA's Testing Coordinator.



From the Information/Technology System's Director

Atlanta Adventist Academy (AAA) lives by their tagline "Education That Connects" as they deliver high quality education that is diversified, inclusive, and technologically astute. Welcome to a new world of Adventist education!

Using the latest in video conferencing technology, computer-based software, an assortment of apps, other resources, and a Learning Management System portal that keeps student and parent on board is the compound that produces this program as an education model designed specifically for Millennials and their children!

Participants in the AAA TRUeConnect program will need:

- ⊕ a strong and stable broadband Internet connection
- ⊕ a computer or dedicated audio-video equipment to communicate with the classroom.
- ⊕ an iPad, provided by Atlanta Adventist Academy

TECHNOLOGY REQUIREMENTS

RELIABLE INTERNET CONNECTION

Video conferencing requires a very fast Internet connection. We require the following **minimum** Internet connection speed **per TRUeConnect system**:

- ⊕ Download speed: 6 Mb/s
- ⊕ Upload speed: 1.5 Mb/s
- ⊕ Wireless Router/Access point: 802.11n

You can test the speed of your connection at <http://www.speedtest.net/> or fast.com/. If your connection does not meet the minimum requirements, you must contact your Internet Service Provider to upgrade your connection for the length of your class. Inability to connect or remain connected is not an excuse for failing to participate in live classes. The minimum speeds listed above assume the system is the sole bandwidth consumption device on the network for the interim of the class period. Adjustments to these minimums need to be made for other devices on your network.

COMPUTER AND OPERATING SYSTEM

Video conferencing, with its multiple simultaneous video connections, demands a good deal from your computer. Make sure it meets the following requirements:

WINDOW USERS

- ⊕ Supported Platforms: Windows 10+
- ⊕ Minimum System Requirements: GHz or faster Dual Core Processor or 1.6 GHz Core i5/i7 2 GB of RAM minimum (4 GB or more recommended)
- ⊕ HD Capable Video Card

Technology Requirements (Continued)

MAC USERS

- ⊕ Supported Platforms: 10.6+ (Snow Leopard or higher, PowerPC processors are not supported)

MOBILE DEVICE USERS (NOT RECOMMENDED)

- ⊕ Android 8+
- ⊕ iOS 10+ *
- ⊕ Chromebook (1.8 GHz+ processor and 2 GB of RAM or better)

AAA IPAD

The iPad provided by Atlanta Adventist Academy **cannot be used for video conferencing unless instructed to do so for temporary/troubleshooting reasons**. It is to be used as notebook/textbook and access to resources and apps provided specifically for educational purposes.

WEBCAM

HD webcam is required (720p-1080p). Most newer laptops have a built-in webcam that meets these requirements. If you don't have a built-in webcam, please purchase a USB HD-capable webcam.

HEADSET AND MICROPHONE

The built-in speakers and microphone on your computer will cause echo problems for you and your classmates during class. We therefore require the use of a noise canceling over the ear headset (headphones with a microphone) for the best audio quality.

Please note that Apple Earphone and Mic (the standard accessory that comes with an iPhone) are not acceptable for video conferencing. The teacher will expect the proper technology for the student to participate in class.

ADDITIONAL REQUIREMENTS

You may need access to a printer and flat-bed scanner (or scanner app) to access and submit certain assignments, quizzes or tests.

If you have any questions, please contact the AAA IT department at 404-699-1400 and ask for Abimael Valdez (ext. 120)

If during the course of the day, your campus is in need of technology assistance, do not hesitate to contact us.

Abimael Valdez, Director of Information Technology Systems



WHO DO YOU CONTACT?

Listed on this page are numbers and emails that might be helpful and needed when operating a Partner Campus.

ATLANTA ADVENTIST ACADEMY (aaa.edu)

DULUTH (Main Campus): 2959 Duluth Hwy 120, Duluth, GA 30096 404-699-1400

MARIETTA Campus: 1435 Field Park, Marietta, GA 30066

PEACHTREE CITY Campus: 4957 E. Hwy 34, Sharpsburg, GA 30277

AAA OFFICE

Michélee Bechthold, *Administrative Assistant*
(First Point of Contact and info.) mbechthold@aaa.edu
404-699-1400

Kirk Haley, *Principal*
khaley@aaa.edu, x 112
Cell # 360 941 7065

Okemas Williams, *Treasurer*
owilliams@aaa.edu, x127

Mayra Mann, *Registrar/Attendance Officer*
mmann@aaa.edu, x111

Abimael Valdez, *IT Director / Teacher–3D Printing, Computer Science / Class Sponsor 2023,*
avaldez@aaa.edu, x120

MATH DEPARTMENT

Annette Vazquez, *Teacher - Math, Newspaper, Yearbook Class Sponsor 2024*
avazquez@aaa.edu, x117

Celia Denton, *Teacher / Class Sponsor 2021*
cdenton@aaa.edu, x131 (PT Campus)

SCIENCE DEPARTMENT

Brent Mann, *Teacher – Sciences, Auto Mechanics, Class Sponsor 2022*
bmann@aaa.edu, x133

ENGLISH AND MODERN LANGUAGE DEPARTMENT

Jennifer Cook, *Teacher - English Class Sponsor 2023*
jcook@aaa.edu, x119

ESL teacher, TBD

Manuel Ale, *Spanish Teacher*
male@aaa.edu,

RELIGION DEPARTMENT

Raiza Fernandez, *Chaplain/Bible Teacher / Campus Ministries*
rfernandez@aaa.edu, x124

HISTORY

Rory Hamer, *Teacher – Social Studies, Entomology, Forensics / Class Sponsor 2024 / Academic Support*
rhamer@aaa.edu, x116

PHYSICAL EDUCATION

John Damon, *Teacher / Athletics Director*
jdamon@aaa.edu, x134

FINE ARTS

Melissa Connor, *Bells/Choir Teacher*
mconnor@aaa.edu

Jill Brignoni, *Facilitator, Art Teacher*
jbrignoni@aaa.edu

TBD: Film, Drama





Suggested Job Description for Classroom Facilitators

Minimum Requirements:

- ⊕ Practicing member of the Seventh-day Adventist church
- ⊕ High school diploma, two years of college preferred
- ⊕ Ability to manage and relate to teenagers
- ⊕ Excellent interpersonal and communication skills
- ⊕ Ability to use technology proficiently
- ⊕ Maintain professional appearance and decorum
- ⊕ Partner Campus facilitators need conference approved insurance coverage on a vehicle to transport students to AAA

Responsibilities and Expectations:

- ⊕ Work with instructor to manage classroom behavior to maintain a safe and effective learning environment.
- ⊕ In consultation with instructor, mentor/tutor/assist students in their mastery of the lesson material and completion of assignments.
- ⊕ As requested by the instructor, take and record student attendance.
- ⊕ Know and enforce classroom and school policies fairly and consistently.
- ⊕ Help to cultivate a positive, Christian classroom environment through developing meaningful and supportive relationships with the students.
- ⊕ Maintain open, continual, and effective communication with classroom instructor regarding course goals and students' needs.
- ⊕ Communicate with parents at Partner Campus.
- ⊕ Communicate Partner Campus needs to administration at AAA.
- ⊕ Partner Campus facilitators will need to be willing to bring students to AAA at the minimum twice a year (at the beginning of each semester)

Employee Signature

Date

Teacher	Facilitator
Class	

Management of Classroom:			
Check students Jupiter accounts			
Setup technology			
Have students seated ready for class			According to teacher request
Take record in Jupiter			
Copying or faxing of assignments			According to teacher request
Keep room neat and clean			
Do not allow students to eat during class			

During Class:			
Make sure iPads are closed during worship			
Monitor use of iPads			
Students should not work on other subjects			
No emailing during class (except on breaks)			
Help student use class time effectively			
No cell phones should be seen or used during class			
Dress Code enforcement			
Behavior			

Other:			
Help students with classwork			
Assist students during tests and quizzes			
Collect assignments, tests, and quizzes			
Distribute graded work to students if needed			
Attend AAA staff meetings			



PARTNER CAMPUS REVIEW VISIT

School: _____ Date: _____

Address: _____

OBSERVATION	FOLLOW – UP STRATEGY (MATERIALS NEEDED)	PERSON RESPONSIBLE	TIME-LINE	COST
LEARNING ENVIRONMENT				
TECHNOLOGY				
SUPERVISION				

OBSERVATION	FOLLOW – UP STRATEGY (MATERIALS NEEDED)	PERSON RESPONSIBLE	TIMELINE	COST
ACADEMIC				
DISCIPLINE				

Observed by AAA Administrator(s):

Local Administrator(s):

Local Administrator's Comments:



FIRST SEMESTER		CLASS SCHEDULE 2020-21				
Times M-F	Freshmen	Sophomores	Juniors	Seniors	Tuesday/Thursday	
1 8:30 - 9:50 80 min	Physical Science - Mann 210/212	Bible II - Vazquez 213	US History - Hamer 215	Advanced Mathematical Decision Making -Denton 214 (facilitator- Kathy)	1	
				Calculus- DC/online 216		
2 9:53-11:13 80min	AcAlgebra/Analytic GeoA Denton 211 (Facilitator- Styleen) Foundations of Algebra Vazquez 210	Biology - Mann 213/212	English III - Fernandez 215	Bible IV Hamer 214	2	
3 11:16-12:06 50min	Geography- Hamer 210	English II - Fernandez 213	Algebra 2-Denton 215 (facilitator- Styleen) Calculus- DC/online	Spanish II- Mr. Ale 214 Facilitator - Kathy	3	
Lunch 12:06 -12:40						
4 12:42 - 1:42 60 min	English I - Fernandez 210	Geometry - Denton 213 (facilitator- Styleen)	Chemistry- Mann 215/212	Spanish II- Mr. Ale 214 Facilitator - Kathy	Classes M, T, TH, Fr Tuesday Chapel	
5 1:45 - 3:45 120 min	PE- John Damon MW Team Sports TTH				Electives	
Possible electives		Monday & Wednesday Entomology- Hamer-215 Media & Communications- Porter-214 Computer Science- Valdez211			Tuesday & Thursday Adoramus - Church - Connor Advent Ringers-216 Art I Brignoni 214 - Styleen Newspaper- Vazquez- 210	
SECOND SEMESTER		CLASS SCHEDULE 2020-21				
Times MWF	Freshmen	Sophomores	Juniors	Seniors	Tuesday	
1 8:30 - 9:50 80 min	Bible I - Anobile 211	Life Skills/Personal Finance- Brignoni (Facilitator- Kathy) 213	Bible III - Fernandez 215	Physics -Vazquez 210	1	
				Anatomy & Physiology- Mann 214		
2 9:53 - 11:13 80 min	AcAlgebra/Analytic GeoA Denton Denton (Facilitator- Styleen) 211	World History- Hamer 213	Spanish I - Mr. Ale 215 (facilitator- Kathy)	English IV - Fernandez 214	2	
	Algebra I- Vazquez 210					
3 11:16 - 12:06 50 min	Health - Mann 210	English 2 - Fernandez 213	Algebra II-Denton - 215- (facilitator-Styleen) Calculus DC/online 216	Economics- Hamer 214	3	
Lunch 12:06 -12:40						
4 12:42 - 1:42 60 min MWF	English I - Fernandez 210	Geometry - Denton (facilitator- Styleen) 213	Chemistry Mann 215	Government - Hamer 214	Classes M, T, TH, Fr Tuesday Chapel	
5 1:45 - 3:45 120 min MW, TTH	Team Sports TTH Personal Fitness MW- Damon (facilitator-Kathy)		Electives			
Possible Electives		Monday & Wednesday Disaster & Safety Training- 213 Art II- 214 ACT- Hamer- 215 3-D Printing- Valdez 211			Tuesday & Thursday Adoramus - Church - Connor Advent Ringers Auto Mech- Mann -212 Forensics- Hamer 215 Yearbook- 210	



TRUeConnect PARTNER CAMPUS

Information Guide and Most Common Questions

The Atlanta Adventist Academy (AAA) Partner Campuses are an initiative of the Georgia Cumberland Conference and the Southern Union designed to make quality Adventist high school education available to students in areas unable to support a full high school, or who do not wish to attend a boarding school.

The Partner Campus connects to AAA and all other Partner Campuses using high-quality video conferencing equipment broadcasting through the Internet. Students are able to see, hear and interact with their instructors and classmates at other sites. Homework and other assignments are turned in via the Internet, e-mail or Jupiter electronic drop boxes.

In general, the tuition costs associated with a Partner Campus are far less than those at a conventional private or Adventist high school. The local school and school board are the final hiring authority for Partner Campus facilitators; however, the duties should be formulated in cooperation with AAA.

PROCESS FOR BECOMING A PARTNER CAMPUS

1. Local School Board/Principal recognizes a need for educating its 9th-12th-graders.
2. Local School Board/Principal requests information through the Conference or directly to AAA.
3. AAA Principal connects with the Local School Board/Principal
 - Board/parent information packets sent.
 - Request to present to the local School Board.
4. AAA Principal, IT Director, and Business Manager meets with the local School Board
 - Financial discussion
 - Equipment needs discussion
 - Explanation of the working of this system of education
 - ownership of students
 - communication grid
 - expectations between local School/Board/Administration and AAA
 - social life
 - spiritual life
 - dress code
5. The decision is made locally to become a Partner Campus with AAA.
6. The local area works on equipment and classroom needs.
7. Partner Campus hires a facilitator.
8. Partner school works with AAA Registrar to register Partner Campus students.
9. During Pre-session week the facilitator comes to the AAA main campus in Duluth for meetings with all staff.

Partner Campus Mission Statement

The Partner Campuses exist to make the programs, mission and education of Atlanta Adventist Academy available, affordable, and convenient to Adventist families and families of other faiths.

Partner Campus Vision

To provide a network of Partner Campuses and students of all backgrounds who desire a Christ-centered, academically challenging educational experience.

AAA Mission Statement

We honor God by preparing young people for a life of **excellence** and **service** in this world and in the world to come.



<p>What are the student requirements for admission to an AAA Partner Campus?</p>	<p>Students entering this program are subject to the same entrance requirements as students attending AAA at a Metro Campus. These requirements are found in the AAA Student Handbook, which is available online, and in paper form. In addition, parents and students contemplating our program should be aware that because of the nature of distance education, student motivation, personal responsibility, and the willingness to “go the extra mile” when it comes to communication, are all significant indicators of student success. Students who are not succeeding in a more traditional school setting are not likely to be any more successful in a Partner Campus setting.</p>
<p>What about extracurricular activities?</p>	<p>Some of what a student does for extracurricular activities will be done through their local school and church. Students have a standing invitation (and are encouraged) to travel to AAA for any event in which they would like to participate. Travel arrangements are worked out with AAA and each Partner Campus. AAA will share in the costs for trips but will have an annual cap of approximately \$1000. Trips will be coordinated and combined as much as possible. Every attempt will be made to limit these trips to one week per semester. Partner students are also encouraged to take an active part in AAA's Student Association, Class Officer responsibilities, National Honor Society, AAA Scholar, etc.</p>
<p>What about school field trips?</p>	<p>All AAA teachers invite students to attend any field trips offered. Teachers try to arrange field trips around other activities that may be taking place at a Metro Campus.</p>
<p>What about spiritual activities?</p>	<p>Partner Campus students are encouraged to participate in AAA's two Spiritual Retreats, and Spiritual Conferences. The Chaplain works to make sure the Partner Campuses are kept informed of these events. AAA conducts Chapel/Assembly every Tuesday right after lunch. Assemblies, Chapels, and Week of Prayer programs will be streamed to Partner Campuses to enhance participation.</p>
<p>How often are students required to be at the Duluth AAA Campus?</p>	<p>The first two days of each semester are designed for all students to be on the Duluth campus. In addition to conducting class, we have specific chapels, SA activities, Yearbook pictures, etc. All students attending Partner Campuses are expected to attend.</p>
<p>Officially, to which school does a Partner Campus student belong?</p>	<p>Partner Campus students belong to their campus. However, they are enrolled, receive academic credit and graduate from Atlanta Adventist Academy (AAA). AAA is partnering with the local school to provide classes and an Adventist education.</p>
<p>Will Partner Campus students be excused from class when</p>	<p>Yes. Although AAA does take into account the students GPA and other factors as they consider the absence request from the student.</p>

<p>participating in local activities or events?</p>	<p>Local schools need to request that the Partner Campus students be allowed to participate in local activities if they interfere with the AAA schedule. Please use the same guidelines for pre-arrangement and approval as mentioned earlier. Our goal is to work closely with local schools to accommodate requests such as these within the constraints of our own academic goals.</p>
<p>How does AAA communicate with Partner Campus parents?</p>	<p>Parents and students must have, and use, e-mail while a participant in this program. E-mail is AAA's number one method of communicating to all our parents for general issues, school news, weekly progress reports, and teacher-initiated matters. Either the school or the home may initiate conferences, as necessary. These conferences may be by phone or using our video technology. AAA provides a Communication List so that parents can be aware of whom to communicate with, in different situations.</p>
<p>Which AAA policies apply to Partner Campus students?</p>	<p>Unless specifically stated otherwise, all school policies apply equally to all AAA students. However, AAA policies do not override Partner Campus policies. AAA is partnering with campuses to provide the best Adventist education possible.</p>
<p>How is discipline handled?</p>	<p>Generally speaking, discipline issues will be handled first by the local facilitators and Principal. Any class or academic issues will be handled by AAA with consultation from the local campus. Acute or emergency situations will be handled by the local staff and Administration. These will lead for the safety of the students and the smooth function of their program. AAA will work cooperatively with local schools in this area. Parents and students explicitly agree to honor the expectations of the staff and Administration of AAA and the local school.</p>
<p>Where is graduation?</p>	<p>Each year graduation takes place at a designated location in the Atlanta area. AAA will contact families with information regarding times and program details.</p>
<p>Are students graduating from AAA eligible for the Georgia HOPE Scholarship?</p>	<p>Only students who are residents of Georgia are eligible for the Georgia HOPE Scholarship. The Registrar works closely with the state of Georgia, making sure AAA graduates are eligible for the Georgia HOPE Scholarship.</p>
<p>What about the dress code?</p>	<p>The AAA dress code applies to all campuses. Partner Campus students can choose to follow the local dress code or the AAA dress code. All students are encouraged to participate in AAA Spirit Days.</p>
<p>What about emergency drills?</p>	<p>Students will respond to emergency drills at their local campus; however, the Administrator must communicate this information to the AAA Attendance Officer. On the occasions when metro AAA campuses are experiencing a fire or other emergency drill, Partner Campus students will wait for class to resume at the end of the drill.</p>

Can my student drive to school?	AAA will work with each local school's policy.
Will the AAA calendar conform to our local school calendar?	There will be some discrepancies due to the different nature of high school vs. elementary school programs. AAA calendars are complete by the end of January for the next school year.
How much is tuition?	Each Partner Campus student is responsible to AAA for application, registration and book fees at the time of registration. All other fees are set by, and paid to, the local campus.