

# AAA Handbook 2022-23

## **Duluth Main Campus**

2959 Duluth Hwy 120 Duluth, GA 30096  
404-699-1400  
Duluth, GA 30096

## **Marietta Partner Campus**

1440 Field Park Circle  
Marietta, GA 30062

## **Shoal Creek Partner Campus**

171 Gordon Road  
Newnan, GA 30263

This Handbook Belongs To:

## **MISSION**

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

## **VISION**

Atlanta Adventist Academy will be the school of choice for young people of all backgrounds who desire a Christ-centered, academically challenging educational experience.

## **ACCREDITATION**

Atlanta Adventist Academy is fully accredited by the following national accreditation agencies:

- Adventist Accrediting Association. (AAA)
- Middle States Association of Colleges and Schools - Commission on Elementary and Secondary Schools. (MSA-CESS)
- National Council for Private School Accreditation (NCPSA)
- Georgia Private School Accrediting Commission (GPSAC), with an “Accredited with Quality” designation.

## Table of Contents

<b>MISSION</b>	1
<b>VISION</b>	1
<b>ACCREDITATION</b>	1
<b>INTRODUCTION</b>	4
General Educational Philosophy of AAA	4
Goals of Excellence	4
<b>ADMISSION</b>	5
Requirements	5
Procedures	6
Individual Circumstances/Probationary Status	6
<b>ACADEMICS</b>	7
Standardized Test	7
Standard Course Load	7
Course Changes	7
Grades	8
AAA Grading Scale	8
AAA Graduation Diploma Tracks	9
Incompletes	9
Failed Courses	9
Final Exams	9
Academic Probation	10
Co-Curricular Class Travel	10
Athletic Participation	10
Classroom Use of Videos, Films, and Reading Materials	10
Honors and Dual Enrollment Classes	11
Transcripts	11
Transfer Credits	11
Service Learning	11
The Service Learning Grading Scale Breakdown	12
Academic Recognition	12
National Honor Society	13
AAA Scholars	13
Student Leadership	13
Major Offices	14
Minor Offices	14
<b>ATTENDANCE</b>	14

<b>FINANCIAL INFORMATION</b>	17
<b>CONDUCT, DISCIPLINE, AND REGULATIONS</b>	18
Discipline and Social Standards	20
<b>DISCIPLINE CATEGORIES</b>	20
General Citizenship Probation	20
Critical Citizenship Probation	20
In-School Suspension/Detention	20
Out-Of-School Suspension	21
Withdrawal at the End of a Semester	21
Immediate Withdrawal	21
Dismissal	21
Demerit System	21
Cheating	21
Discipline Procedures and Process	22
<b>UNIFORM POLICY</b>	22
General	23
Dress Code Demerit System	23
<b>OTHER POLICIES AND MISCELLANEOUS INFORMATION</b>	24
Grievance Protocol and Due Process Regarding AAA Personnel	24
Marriage and Living Arrangements	24
Motor Vehicles	24
Off Campus Trips	25
Program Standards	25
Public Display of Affection ( <i>PDA</i> )	25
Student Supervision	25
Communicating with Parents/Guardians and Parental Involvement	26
Accident Insurance Policy	26
Administrative Rights	27
Asbestos	27
Bus Policies	27
Cell Phones, Headphones, and Other Personal Electronic Devices	28
Counseling	29
Digital Learning Day	29
Emergency Drills and Safety	29
Facilitators	29
Internet Usage	29
Visitors	30

# INTRODUCTION

## General Educational Philosophy of AAA

- We are called to lead our students into a relationship with Jesus Christ.
- We believe that God is the ultimate source of existence and truth. In the beginning, God created humanity in a perfectly sinless state, reflecting God's own image.
- The focus is on the development of spiritual, intellectual, physical, and social abilities in our students.
- We believe in an educational approach that is challenging and meaningful.

## Goals of Excellence

The following goal statements have been established as a guide for the **Journey to Excellence** initiative developed by the North American Division of Seventh-day Adventists.

The policies and information contained in this handbook have been developed to complement each goal and to support our efforts to provide a truly excellent educational experience. The [NAD Journey to Excellence](#) and the [SU Adventist EDGE](#) websites have more information on these goals and their implementation.

1. **Acceptance of God** – Our students will surrender their lives to the service of God, develop a meaningful relationship with Jesus Christ, and allow the Spirit of God to work in their lives.
2. **Commitment to the Church** – Our students will learn, live out, and share the mission and message of the Seventh-day Adventist Church.
3. **Interpersonal Relationships** – Our students will develop a sense of self-worth, relationship skills, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. **Responsible Citizenship** – Each student will develop an understanding of cultural and historical heritage, affirm, and demonstrate a belief in the dignity and worth of others, and accept responsibility for local, national, and global environments.
5. **Healthy, Balanced Living** – Our students will accept responsibility for, and work to achieve and maintain, optimum physical, mental, and spiritual health.
6. **Intellectual Development** – Our students will adopt a systematic, logical, and biblically-based approach to decision-making and problem solving.
7. **Communication Skills** – Our students will recognize the importance of effective communication skills, and they will develop those skills during their time at our school.
8. **Personal Management** – Our students will learn to function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.
9. **Aesthetic Appreciation** – Our students will develop an appreciation of beauty, both in God's creation and in human expression. Each student's individual talents and abilities in the Fine Arts will be nurtured and developed.
10. **Career and Service:** Students at AAA will demonstrate an appreciation for the value and high calling of a life of service to God and man. They will learn that a life of service is a dignified life and that there is no higher calling available to man than to serve others.

## ADMISSION

We welcome students who truly desire what our school offers, namely a rigorous academic program in a small-school environment that emphasizes personal growth and responsibility while providing support and encouragement for those who are struggling.

Atlanta Adventist Academy (AAA) admits students regardless of race, gender, or national origin, and makes available to all students, our programs, and activities for which they qualify. We carefully review each student's application and reserve admittance to young people who, along with their parents/guardians, share the values and high standards promoted by the school.

AAA will screen all applicants, and we will not accept students who cannot demonstrate agreement with our standards of Adventist Christian education and our moral and ethical values. Membership in the Seventh-day Adventist Church is not a requirement for admission. Rather, students from all faiths who can meet the standards mentioned above are encouraged to apply.

AAA is unable to serve students requiring special education resources. We are also unable to meet the needs of students with serious physical, mental, social, scholastic, or behavioral problems.

### Requirements

The requirements for standard admission to AAA involve both academic and behavioral standards.

#### 1. **New Students:**

- a. Students must have achieved either a grade-point average of 2.5 for the two years preceding attendance at AAA **or** a minimum 35th percentile composite score in both math and reading on the **MAP Test (Measure of Academic Progress)** or a similar standardized test.
- b. Student's record should be free of any major and/or continual minor disciplinary problems in the year preceding attendance at AAA (i.e., discipline resulting in suspension or expulsion).
- c. Prospective students, along with their parents/guardians, will be asked to meet with the Principal, Registrar, designated staff member, and/or a committee before they can be accepted. The purpose of a meeting would be to clearly outline the school's values, expectations, and to respond to questions the prospective student and his or her family may have about the school program.
- d. Prospective students looking to enroll from a school with a significantly different class sequence or that have scheduling conflicts with the AAA program may not be accepted into AAA. This applies especially to seniors who will have much more limited time and opportunity to make the necessary schedule adjustments in order to graduate on time.
- e. New students and all international students are required to report to school approximately one week early for placement testing, orientation, pre-scheduling classes, and school information.

f. A student not meeting admission criteria could be accepted on **Academic Probationary Status** under certain circumstances for a nine-week trial period to see if the student can progress. Lack of success will result in discontinuance. (*See Individual Circumstances, and Probationary Status below*). Tentative student acceptance will begin after paperwork is received and parent and student are interviewed. Final acceptance will be sent out after the official transcript is received and the school year is completed.

g. In general, no student will be accepted after the second week of a given semester. Exceptions to this policy may be made if the student's current school/class schedule conforms closely to the prospective schedule they will have at AAA.

h. AAA accepts students with Independent Education Programs (IEP's) and 504's with certain qualifications. Each student will be evaluated to see if AAA can meet the needs of that student. Students will need to have a current IEP or 504 **before** the start of the school year. An action plan will be drawn up with the parents, student, and school, to make sure of success.

2. **Returning Students** – Returning students must maintain a 2.5 GPA or higher to be re-enrolled and accepted for the next school year. (*Exceptions to this policy can only be made by the Academic Standards Committee (ASC) or Administration Committee (ADCOM)*)

## Procedures

1. Applicants must complete the online application packet. A non-refundable application fee of \$100.00 is due upon completion of the online application packet.
2. Applicants must provide a transcript of grades and standardized test scores, a copy of a current record of up-to-date immunizations (*GA Form 3032*) and certificates of ear, eye, and dental examinations, and passport for I-20 students.
3. Students and parents/guardians will receive official notification of acceptance at AAA.

## Individual Circumstances/Probationary Status

Students who may not meet one or more of the requirements for standard admission listed here, but who feel that their situation warrants special consideration because of extenuating circumstances, are invited to write an explanatory letter which includes relevant documentation for the admissions committee to review. Students may be admitted on **probationary status**, which will require special emphasis and attention to attendance, behavior, assignment completion, and grades. Additional evaluative testing results may be requested prior to admission on probationary status to identify potential learning challenges that may impact the student's success at AAA. **If additional evaluative testing is requested, it will be the responsibility of the parents/guardians to complete and submit the results in a timely manner.**

**If a student is accepted on academic probation** (*Cumulative GPA below 2.5 and no more than one F grade from their most recent school*), she or he may be limited in their class load, and their participation in athletics or extra-curricular activities as determined by the Academic Standards Committee or ADCOM. Academic probation is reviewable at the end of each four-and-a-half-week (*4.5 week*) period.

Current students whose grades fall below a 2.5 GPA, or who are receiving a failing grade in one class will be placed on academic probation and will be subject to the conditions of that probation. Students who fail to improve their performance and move off academic probation for two consecutive nine-week periods may forfeit the privilege of attending AAA.

## ACADEMICS

Class membership is determined by the number of credits earned as well as the number of semesters attended. To be eligible to join and continue in the junior, sophomore or freshman class, a student must meet the following requirements: The student must have earned enough credits to enter a class (*Junior = 14 credits, Sophomore = 7 credits, Freshman = completion of the 8th grade with a diploma*)

To be considered a **four-year senior**, a student must have attended AAA eight semesters.

To be a senior in regular standing, a student must meet all of the following requirements:

1. The registrar's office must have all official transcripts of completed credits from other schools including correspondence, distance education, and online work.
2. The student must be enrolled in enough coursework to assure graduation on schedule.
3. The student cannot have an incomplete (*I*) on her or his transcript.
4. Any correspondence or online course work must be completed, and a transcript filed with the registrar's office, by the end of the third quarter.
5. The last semester's class work must be taken at an AAA approved campus in order to receive a diploma from AAA.
6. All financial obligations must be paid in full before a student may participate in final exams.

### Standardized Tests

All students should take the MAP and PSAT Tests. Freshmen and sophomores take MAP, juniors take PSAT, juniors may also take ACT or SAT, and seniors take ACT and SAT as scheduled in the AAA calendar.

### Standard Course Load

A standard course load for students consists of four core subjects and four elective classes each semester. Students are expected to register for classes or study halls during all class periods. **Exceptions to this class load policy must be approved through the Academic Standards Committee, or ADCOM.**

Any student taking less than three (3) credits will be considered a part-time student.

### Course Changes

Elective add/drops must be submitted to the Registrar by the date stated in the school calendar for approval. **Students requesting to drop from classes must receive the permission of the Registrar, parents/guardians, and the teacher(s).** If the class is dropped after the first 4.5 weeks, the student will receive a **Withdrawal Passing (WP) or Withdrawal Fail (WF)**,

depending on his or her performance up to the point of withdrawal. Permission to drop bells, drama, or choir may be denied because these are performance classes that depend upon the consistency of enrolled students.

## Grades

The academic year is divided into two semesters. Final course grades are recorded on the student's permanent transcript. Jupiter will send grade updates on a regular basis. Semester/final grades will be sent via regular mail.

Grades will be provided, upon request, to both parents and/or guardians if they are separated or divorced with proof of joint custody. When the custody of a student rests with one parent, grades will be provided to the custodial parent/guardian only. Exceptions to this policy can be granted only when the custodial parent/guardian directs us otherwise, in writing. Communication restrictions imposed by the custodial parent/guardian on the non-custodial parent/guardian must also be registered, in writing, with AAA at registration time. Notification is the responsibility of the custodial parent/guardian.

**Individual course/class policies are subject to the discretion of the teacher and will be made clear in each class and in syllabi and course outlines.**

## AAA Grading Scale

The AAA grading scale is based on our desire to have our grading/evaluation process reflect the accurate performance and ability of each student. Because our academic program is rigorous, students enrolling for the first time could experience a drop in their grades. Generally, this occurs only for the first few weeks, and then improves as the student begins to master the technology required for attending AAA.

GRADE	GPA POINTS	* PERCENTAGES
A	4.00	100-93
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	68-69
D	1.00	66-67
D-	0.67	65
F	0.00	64

\* Percentages are rounded to the nearest .5%

Graduation Requirements meet the standards established by the State of Georgia and our accrediting agencies. To qualify for a college prep diploma, a student must achieve a minimum GPA of 2.67.

## AAA Graduation Diploma Tracks

SUBJECT	College Preparatory Credit Requirements	Standard Credit Requirements
Bible	4	4
English/Language Arts	4	4
Science	4	4
Mathematics	4	4
Social Studies	3.5	3.5
Physical Education/Fitness	1	1
Health	.5	.5
Modern Languages	2	0
20 hours of Service Learning (SL) Required Per Year	1	1
Electives	5	5
<b>TOTALS</b>	<b>29</b>	<b>27</b>

### Incompletes

An Incomplete (*I*) on a final report card must be cleared within two weeks after the end of the grading period, at which time the student's earned grade based on the work turned in will be recorded. Seniors will not receive a diploma until the incomplete is removed and a passing grade is recorded.

### Failed Courses

If a student fails a course, they may choose to retake the entire class from AAA, or from a AAA approved school. AAA will record the student's retake grade on their official transcript. The original failing grade for the class will remain on the transcript but will no longer affect the GPA.

### Final Exams

Final exams are given at the end of each course. The schedule for final exams will be determined and published by administration. Because of the nature of final exams and the need to maintain consistency and integrity during the testing process, **all students will be required to take final exams when they are scheduled**. All financial obligations must be settled for each student to receive a test permit. A test permit is required for admittance to take each final exam. Exceptions will be made only for situations involving unforeseeable emergencies. ADCOM will review, approve, or disapprove exception requests. **Early departure and late return vacation plans do not constitute an emergency!**

If a rescheduled exam is approved, it will be given at a time convenient for the teacher.

**Test Week:** Activities for test week; review for tests, taking tests, completing any outstanding projects or homework (No school trips, sports games, new lessons, or new activities during this time).

## Academic Probation

When a student is put on academic probation the student will have one semester to improve their grades or they will need to find a school that will meet their academic needs better. When a student goes on academic probation the following steps will be taken:

- Teachers, Registrar, Parents, and the student, will have a meeting to develop an action plan on how best to move forward.
- The action plan will include:
  - Classroom conduct report each month.
  - What resources the student will take advantage of to create an academic change.
  - What steps can parents take to better help support their child academically?
  - The school will look at what resources they can provide to help achieve success.
- Each month the parents, student and school representative will meet to evaluate the effectiveness of the action plan.

## Co-Curricular Class Travel

AAA has many field trips, athletic games, etc. It is at the administration's discretion whether to allow any student on **Academic Probation** to participate in co-curricular class travel that represents the school. Students participating in any school-sponsored trip will NOT be able to travel or tour if they are on **Citizenship Probation and/or Suspension** at the time of the trip.

## Athletic Participation

Participation is designed to provide students with the opportunity to develop their physical and emotional skills and abilities in a safe and directed program that focuses on teamwork, commitment, and personal improvement. Hard work, fair representation, inclusion, and teamwork should be the aim of each player. Students participating in these programs will be encouraged and expected to actively reflect the standards of Christian behavior on and off the court/field, in practices, and in games.

If a student is placed on Academic or Citizenship Probation, the Academic Standards Committee will work with the student to put an Action Plan in place to ensure their academic success. Students will be required to attend mandatory after-school study halls, at minimum, twice per week. The student's progress will be reviewed weekly by the coach, the Registrar, or Academic Standards Committee/ADCOM, and if found to be out of compliance, the student will be ineligible to play sports until the student is in compliance with their individualized Action Plan.

## Classroom Use of Videos, Films, and Reading Materials

Students at AAA will be exposed to media materials in every part of the curriculum which are in harmony with biblical principles, ethics, and standards of morality. Even though our instructors may already provide information in their lesson plans posted on Jupiter, and through AAA online communications, a list of support materials can be obtained upon request.

Headphones may be needed for classroom use, and permission must be obtained from your teacher before using them.

## Honors and Dual Enrollment Classes

AAA offers honors classes in specific subject areas. AAA will also pre-approved dual enrollment classes offered by select colleges and universities. When these classes are being offered, they will be listed on the class schedule or designated by ADCOM through the Registrar to indicate approval. Students who are eligible and allowed to enroll in these classes will be required to pay in advance for fee and final exam, and are expected to complete the classes they have enrolled in. Passing the national and final exam for each class taken will benefit the student during their college matriculation.

## Transcripts

Graduating students will receive five (5) free official transcripts along with their diploma. Requests for additional transcripts must be completed using the AAA website.

Transcripts for AAA alumni will be sent to a college or prospective employer(s) if requested in writing by the student. *(A fee of \$5 per transcript is required and paid online)*. Go to [www.aaa.edu](http://www.aaa.edu), choose *Alumni*, then choose *Transcript Request*.

## Transfer Credits

Transfer credits will be accepted from any Adventist or nationally accredited secondary school. The Registrar or Academic Standards Committee (ASC) will determine transfer credits acceptable for graduation on an individual basis as some credits may not fulfill AAA graduation requirements. AAA also accepts secondary and post-secondary credit from other distributive education schools that are members of the National University Extension Association.

Grades from non-accredited distance, online or unregulated home school programs, will only be accepted and placed on a student's transcript according to policy established by the Southern Union Conference of Seventh-day Adventists Office of Education. Unapproved distance, online, or home school program school work may be used for remedial or enrichment purposes only; and cannot be used to replace courses offered by AAA except in limited situations as approved by the Academic Standards Committee (ASC) or Administrative Committee (ADCOM).

Students who wish to receive credit for any off-campus course work must apply in advance and receive written approval prior to enrolling in a course. Failure to secure this advance approval will result in the course not being accepted for credit.

## Service Learning

The Service-Learning Program is a vital part of the AAA experience. This program is administered by the Chaplain. We believe that true education involves the development of the value of selfless service, and students at AAA are required to participate in a variety of service experiences as part of their overall education program. Additional details regarding this program will be provided to students early each school year.

Students should accumulate **twenty (20) service-learning hours per year of attendance**. National Honor Society (NHS) members are required to accumulate **forty (40) service-learning hours per year of attendance**. These hours must include church, school, and volunteer hours in the community. Any hours over 20/40 completed in a school year will go toward qualifying the student to receive the "Distinguished Service Award" at graduation. A student, who completes

two hundred (200) or more hours of community service, will be eligible to be recognized for the "Distinguished Service Award" at graduation.

Approved volunteer activities are mission trips, VBS/other church volunteer programs, cleaning a church, yard/housework for neighbors, structured peer tutoring, grading for teachers, care for the homeless, volunteering at a nursing home, teaching/leading Pathfinder activities, etc. Activities that do not count are those in which the student was not actively involved in service or any activity for which he/she may have received credits/hrs, remuneration or a grade.

Other volunteer-based programs may be counted **if pre-approved by the Chaplain**. Parents/guardians are **not eligible** to sign the service-learning verification form for their students. If your parent/guardian is the leader of your volunteer activities, another adult involved in the activity may sign.

Hours may be turned in throughout the school year. Students do not need to wait until the deadline to turn their hours in. Students can receive **.25 credit hours** for service-learning each year; and they will also receive academic credit which will count towards their GPA.

### The Service-Learning Grading Scale Breakdown

#### Regular Student

20-18 hours = A

17-15 hours = B

14-12 hours = C

11-09 hours = D

08 or less hours = F

#### NHS Member

40-36 hours = A

35-31 hours = B

30-26 hours = C

25-21 hours = D

20 or less hours = F

### Academic Recognition

AAA recognizes high academic performance and provides a variety of opportunities for motivated students to achieve at higher levels than the average high school student.

- A GPA of 3.75 or higher will be recognized with a **Principal's List Award** at a special Chapel, Assembly, or at graduation.
- A GPA of 3.50 to 3.74 will receive a **High Honors** Award at a special Chapel/Assembly.
- A GPA of 3.00 to 3.49 will receive an **Honors** Award at a special Chapel/Assembly.

Students who graduate with a cumulative GPA in the above ranges will also have the privilege of wearing a special cord to mark their achievement at graduation:

- **Principal's List** graduates will be awarded a **Gold Cord**.
- **High Honors** graduates will be awarded a **Silver Cord**.
- **Honors** graduates will receive a **White Cord**.

## National Honor Society

AAA has an organized chapter of the **National Honor Society (NHS)**. The NHS is a national organization promoting excellence in high school students. It is an organization with a long tradition dating back to 1921. Students are selected for inclusion in a society based on a set of guidelines as stated in the NHS constitution and adhered to by each NHS chapter. The purpose of the Society is to:

1. Create enthusiasm for **scholarship**
2. Stimulate a desire to render **service**
3. Promote **leadership**
4. Develop **character**

## AAA Scholars

AAA scholars are recognized as those students who complete a rigorous and challenging program as described below. These students will receive special recognition for their achievement at graduation. To receive recognition as an **Atlanta Adventist Academy Scholar**, a student must:

1. Complete all requirements for a college preparatory diploma, with a 3.75 GPA or higher.
2. Take Physics or Pre-calculus or an advanced math course beyond Pre-calculus.
3. Satisfactorily complete at least two (2) college level courses as offered by AAA.
4. Must be a member of the NHS in at least their senior year.
5. Satisfactorily complete four (4) honors seminars each year of NHS membership. These seminars are available during special educational tours/trips, experiences, classes offered by AAA, or as designated by the NHS sponsor in collaboration with the Academic Standards Committee or ADCOM.

## Student Leadership

Holding office is an honor granted to eligible students. Hard work, fair representation, inclusion, and teamwork should be the aim of each officer.

To qualify for a **major office** in any of the school organizations, a student must have and maintain a cumulative GPA of 3.00. Student leaders in all other offices must have and maintain a cumulative GPA of 2.50.

If a student falls below the required GPA, they will have the next four and one half weeks (4.5 weeks) to bring their GPA up to the required level. If they do not do so, they will relinquish their office.

**A student who receives disciplinary action** or fails to maintain an acceptable attendance record, or academic integrity, **may forfeit the privilege of serving in any elected or appointed office**. Students who are not actively executing the duties of their office may forfeit their position. Any appeal for reinstatement to office must be officially approved by ADCOM and class sponsor.

Regardless of GPA, no student may hold more than one major office at a time. If, in the opinion of the faculty, the student's extra-curricular activities are jeopardizing their academic, spiritual, or social standing, they may be asked to curtail some or all of their activities. **Student leaders are**

**expected to participate in all school-sponsored activities and retreats.** Students holding a major office are permitted to hold up to two minor offices/positions. Students not holding a major office are permitted to hold up to three minor offices/positions. The Registrar will provide each class sponsor with a list of all students who qualify for class or school offices/positions.

### Major Offices

All Presidents, Vice Presidents, Pastor(s), and the Yearbook and Newspaper Editors are considered as major offices.

### Minor Offices

All other officers.

## ATTENDANCE

Regular attendance is critical to the success of the AAA student. AAA students are expected to be punctual for all appointments, including classes, study halls, assemblies, organization appointments, work appointments, chapels, and required worship/ weekend religious services.

Because there is a positive relationship between good attendance and good grades, AAA pays special attention to attendance issues and treats on-going attendance problems seriously.

If a student is not enrolled in a credit class during the school day, the student will be assigned to a designated study hall class or the student may be given a supervised work assignment.

**Eating during class is prohibited unless it is a planned part of the instruction for the day.**

Attendance policies for college classes may be different, please check with the Registrar.

### **Absences from classes fall into two general categories:**

#### **1. Excused**

- a. Absences due to sickness or medical appointments. *A parent/guardian or doctor's note is required. Parents/Guardians are limited to three (3) illness excuses per semester without a doctor's note.*
- b. Absences due to illness or death in the family, or due to a pre-approved school function. *An example of this type of absence is when a student is attending another school function such as a SA activity or preparing for a Spiritual Retreat. A note from the parent/guardian or a AAA acknowledgement is required.*
- c. Absences due to traveling to family reunions and similar events. *An advance request note from the parent/guardian seeking permission is required and must be approved at least two (2) weeks before the event by ADCOM.*
- d. Being tardy due to a medical reason or appointment. *A doctor's note is required.*
- e. Being tardy because you were detained by another teacher, etc. *A teacher's note is required.*
- f. Being tardy due to bus transportation problems or traffic accidents. *Parents/Guardians are limited to three (3) excuses per semester which can be used for any reason. However, the parent/guardian must submit a written note giving the reason.*

## 2. Unexcused

- a. Absences due to skipping class, waking up late, or lack of educational concern, etc.
- b. **\*\*Being absent before or after a school function. (e.g. Sports, SA Activities, Tours, Trips, Leadership, and/or Spiritual Retreats, etc.)**
- c. Being tardy due to a lack of real concern or failure to keep track of time
- d. Tardiness due to talking with friends, or failure to plan effectively, etc.

**\*\*NOTE** – A student may not participate in a school function/activity if they miss school or any scheduled class on the day of travel or the day of that school function/activity, unless they have a verifiable written note from a doctor. A student who is absent from school/class or tardy to their first class on the day after a school function/activity will be unexcused unless they have a verifiable written note from a doctor.

AAA promotes personal responsibility through the development and enforcement of the attendance policy. The goal of this attendance policy is to help young people develop and understand the importance of timeliness and consistency in meeting school and other appointments, while also maximizing their opportunities to succeed in their classes and in life. Because we recognize the differences in the two categories of attendance identified above, we have developed an attendance policy that reflects these categories.

1. Any student who skips class, which is *defined as being at school and physically capable of attending class, but choosing to be absent without obtaining prior permission from the teacher or a school administrator*, may be subject to a one-day suspension from school. A repeat occurrence will be grounds for dismissal from AAA.
2. A student is considered tardy if they arrive to class after the period bell has sounded or the normal time for class to begin has passed. Initial attendance will be recorded in Jupiter at the beginning of each class. Students that come in tardy to school must go to the office to check in on an e-Form that will be emailed to the attendance officer. **If the student fails to go to the front office and log the tardy, the absence will remain.** The Registrar will make necessary changes to attendance. The Registrar is the official Attendance Officer, and is the only person that is authorized to change attendance once it has been taken for each class.
3. A student will be marked absent, for the purposes of this policy, if she or he arrives more than twenty (20) minutes late for a block class or ten (10) minutes late for a non-block class.

**NOTE** – If a student is at school and physically able to do so, that student **must** go to class even if he or she is more than twenty (or ten) minutes late and officially marked absent. Failure to go to class will be considered skipping and subject to the policy described in #1 above.

4. If a student has an excused absence or tardy, it will be noted as such on the class attendance record, but they will not accumulate any points on their attendance record.
5. Tardy excuse notes should be turned in immediately as the student arrives at the class for which the student is late. *(The grace period for excused tardy notes expires at 11:59 p.m. the same day.)*
6. Students will have a period of time, equal to the number of days absent, to turn in missing work assigned during the absence. *(Work assigned prior to an absence and originally due during the absence period must be turned in upon the return of the student to class).*

7. All other excuse notes for absences from parents, guardians, doctors, etc. must be presented **within three (3) days of the student's return to school**. Failure to do so will result in the absence or tardy being treated as unexcused. All excuse notes should be presented in email to the Attendance Officer at [registrar@aaa.edu](mailto:registrar@aaa.edu). The student should consult the class syllabi for details regarding turning in schoolwork after an illness.
8. Any student who accumulates fifteen (15) or more unexcused attendance/tardy points in any class during a semester will be considered as having a **serious attendance issue**.

Any student who accumulates twenty-five (25) or more unexcused attendance/tardy points in any class during a semester will be considered as having an **excessive attendance issue**. An excessive attendance issue may result in the student being dropped from a course with a failing grade. Any student who accumulates a total of sixty (60) or more overall attendance points during a semester, based on normal circumstances, will not be accepted for re-enrollment the next semester.

9. Any student with an excessive attendance issue, whether in one class or overall, will be subject to fines according to the following chart. Point totals will accumulate during a single semester. Fines must be paid prior to the student being able to take final exams or the release of a transcript.

One tardy equals 1 point. One absence equals 3 points.

ATTENDANCE POINTS	FINE AMOUNT
25	\$25.
35	\$50.
45	\$100.
55	Re-enrollment required, including a \$250 fee.

10. If a student is absent or tardy for any class, an email will be sent to the student and the parent/guardian at the end of the day. Any excuses turned in by the parent, guardian, teacher, or school will be cleared from the system by the Friday following the absence or tardy. Attendance information is available online through Jupiter. Attendance notices will be posted each time a student is absent or tardy to a class. Every effort will be made to communicate to parents, guardians, and students when specific attendance problems are developing. However, it is the student's responsibility to be aware of his/her attendance record and to act accordingly. Should the school, under any unusual circumstance, fail to post notices or communicate attendance problems specifically to individual students and parents/guardians, the student is not released from the attendance policy described here.
11. To ensure the consistency and high academic standards across the grading spectrum, AAA has established a uniform late work acceptance policy for excused absences. No quizzes or tests can be made up that are missed due to an unexcused absence or tardy. When an excused absence occurs, the student has the number of school days they were absent to make up the quiz or test. **When a pre-planned absence is approved, the teacher will have discretion to decide whether course work is due prior to or after the approved pre-planned absence.**

## FINANCIAL INFORMATION

AAA is a non-profit educational institution which is subsidized by the Georgia Cumberland Conference of Seventh-day Adventists. It is therefore especially important that we operate as efficiently as possible. This enables the school to offer its services to students at the lowest possible cost. Therefore, the following financial policies have been implemented and govern the financial relationship between the school and the parents/guardians of enrolled students.

1. No student will be permitted to begin a new school year, enroll for the second semester, or return for the second semester if that student, or any sibling of that student, has a balance due from a previous invoice or from a previous semester.
2. No student will knowingly be admitted to AAA while owing money to another educational institution. A current official transcript from their previous school, or a statement indicating that the account is paid in full so that a transcript can be released, is required before enrolling at AAA.
3. Students will not be permitted to accumulate overdue accounts. The school must pay its bills each month and depends upon prompt payment of tuition charges in order to meet its own obligations. Therefore, tuition that remains unpaid the day after it is due will be charged a late fee of **\$50.00**. If an account becomes 10 days late, a reminder notice will be sent to the parent/guardian reminding them that their student, whose account is 10 days past due, will not be allowed to return to school until the payment is received. **All Metro AAA families are required to register with SMART TUITION, our tuition management company, or pay their tuition in advance for the full year.**

This can be done by going to [www.aaa.edu](http://www.aaa.edu), choosing "Finances", and then clicking on "Pay Tuition". All connected campus students must pay registration, application and book fees at or before registration.

4. Checks returned by the bank unpaid, and unsuccessful drafts through **SMART TUITION** will be charged a fee. If the problem is with **SMART TUITION**, and not the fault of the account holder, the parent or guardian must contact the school within one week to make arrangements for the payment of the failed draft. Failure to do so will result in the suspension of the student until proper payment has been received.
5. A student's account must be current before he or she may take final exams each semester; and before semester grades will be released. **No diploma or transcript will be issued to a student whose account remains unpaid.**
6. International Students must pay full tuition and fees in advance annually. Tuition and a portion of the Registration Fee (\$400), is refundable ONLY if VISA is denied. Funds will be directed back to the individual that paid and to the same bank account. A clear copy of the original wire transaction is required to process the refund.

## CONDUCT, DISCIPLINE, AND REGULATIONS

Regulations adopted by the school and officially announced have the same authority as those which are printed in the student handbook. Students enrolled at AAA, along with their parents/guardians, voluntarily agree to abide by the policies of the school. Students are expected to demonstrate responsible behavior in harmony with Christian principles. Among other things, students are expected to respect God and His word, to respect the rights and property of others, to use good judgment, to be conscientious in all their actions, and to respect and obey those in authority positions at AAA. Although AAA does not attempt to dictate what a student does away from school or school-sponsored activities, a student who consistently and openly participates in activities that are contrary to the philosophy, mission, or values of the school may be asked to withdraw.

The following practices are contrary to state and/or federal laws, insurance regulations, church standards and/or the common ethical code of good citizenship. A student involved in any of these activities will be subject to discipline as determined by the administration or ADCOM:

1. The use, possession or sale of illicit drugs, narcotics or tobacco in any form including vaping; the drinking, handling, possession or furnishing of alcoholic beverages. Random drug testing may take place.
2. The use of profane language (*During school, at school events, or Online*). This includes lewd or suggestive conduct or conversation.
3. The creation, use, or distribution of sexually explicit material (*Pornography*), obscene texting material that includes heavy sexual references (*Sexting*). Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such a message is school-owned or personally owned, if it results in a disruption to the educational environment. Inappropriate recording and/or photographing of the school building, student(s), personnel and/or activities for public or personal use are unauthorized.
4. Engaging in verbal or sexual harassment, assault, or sexual activity of any kind will not be tolerated, this includes holding hands, kissing and any sexual or intimate contact. AAA values the right of all students to study in an environment free of unwanted sexual advances, sexual contact, innuendo, illicit jokes, and comments. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and philosophy of our school. In addition, sexual harassment constitutes illegal educational discrimination under federal and state statutes, the 14th Amendment to the Constitution, and Title IX of the Education Reform Act Amendment of 1972.

For these reasons, AAA will not tolerate acts of sexual harassment, nor will the school tolerate retaliatory behavior in response to a student's complaint of sexual harassment. In like manner, knowingly making false claims of sexual harassment will not be tolerated. In the event you feel inappropriate contact or behavior, either verbal or physical, has taken place please report it to one of the following: The principal, another administrator, a faculty or staff member, or the Georgia Cumberland Conference Vice President of Education. Prompt

action will be taken to investigate and ensure the safety of all. If warranted, disciplinary action will be taken.

5. Participation in acts of dishonesty, deception, theft, plagiarism, or cheating.
6. Willful destruction, vandalism, or defacement of any kind of school property.
7. Conspiring to participate or participating, whether actual or cyber, in bullying, hazing or initiations, or committing any act that degrades, injures, disgraces (*or tends to degrade, injure or disgrace*) another student or staff member; using or participating in ethnic or racial slurs, **even in a joking manner**.
8. **The possession of a weapon of any kind while on school grounds, school buses, or at any school related or school-sponsored activity is strictly prohibited** and must be reported by law to the authorities. Possession of a weapon could also result in suspension or dismissal from school. A weapon includes any item which can be used to hurt or threaten another person.

Weapons include but are not limited to the following: pistols, revolvers, shotguns, rifles, "zip guns", "stun guns", pellet guns, cap guns, laser pointers, or any device capable of propelling a projectile; dirks and daggers, blunt objects; knives of any type, discs with points or blades, and razor blades; pipe bombs; flammable fluids, lighters, matches and any other flammable or explosive device.

These all constitute weapons for purposes of this policy. These items will be immediately confiscated if found and disciplinary action will be taken. If a student is found in possession of a firearm, explosive or incendiary device, or knife as described above, local law enforcement will be notified.

9. Possessing, using, selling, or duplicating AAA keys, without authorization.
10. Tampering with electric and water meters, air conditioning and heating units, lights, wiring, telephones, electronic devices, fire alarms, fire extinguishers, locks, doors, windows, or other school property.
11. Being on the roof or catwalk of any building; or entry, without authorization, into any building on campus.
12. Gambling or betting in any form.
13. Acting in a disrespectful or insubordinate manner with any administrator, teacher, facilitator, or other staff members including substitute teachers. Examples of insubordination or disrespect include blatant refusals to follow instructions and repeated violations of otherwise minor rules and policies.
14. **Leaving campus without proper parent/guardian and school approval.** (*Note: Students desiring to ride with another student or desiring to transport another student must have specific written permission from both sets of parents/guardians. AAA does not supervise transportation arrangements that occur before or after school*)
15. Proclaiming or verbalizing non-Christian ideas or otherwise undermining the mission of the school through continuous negativity and criticism.

Because AAA would not knowingly accept a student who is currently engaged in any of these practices, **a first offense may result in citizenship probation, suspension or dismissal**

**from school.** Any fine or damage charges associated with any offense must be paid in cash or by certified check; and may not be placed on the student's account. All fines and/or damage charges must be paid before the student is allowed to return to school. Confiscated items may or may not be returned, at the school's discretion.

## **Discipline and Social Standards**

AAA makes every effort to admit students who reflect Christian/Adventist values and goals. As a result, we do not expect to encounter serious discipline problems from our students. Advocating and professing a lifestyle or engaging in activities that are not in harmony with the beliefs and standards of the Seventh-day Adventist Church are not permissible at AAA. Disseminating or promoting the occult, atheistic ideas, anything that undermines Seventh-Day Adventist beliefs and values, or school regulations, will not be tolerated. When problems do arise, we seek to address those problems in a manner that is beneficial for the student, the school, and the general student population. Major disciplinary procedures will be under the direction of **ADCOM** or the **\*School Intervention Committee**.

When possible, the school will request a parent/guardian-student-teacher/staff conference when problems first occur. The goal of this meeting is to prevent an escalation of discipline or additional behavioral problems. ADCOM, or the School Intervention Committee, will meet concerning students who are repeat "rule violators" and or major discipline concerns, and they determine an appropriate discipline for the infraction. The decision can be appealed following the procedures outlined in **the Appeals Process** and **Grievance Protocol**.

Students who receive major disciplinary consequences will forfeit the privilege to continue serving in any elected office, appointed office, school ministry position, and positions in co-curricular organizations. Students could also lose scholarship funds.

\* The **School Intervention Committee** is an inclusive committee made up of students, teachers, and administrative representation.

## **DISCIPLINE CATEGORIES**

### **General Citizenship Probation**

A student placed on general citizenship probation will meet with ADCOM for regular review during the term of the probation. Before the end of the probationary period, a decision will be made to remove the student from probation, continue the probation, or place the student on critical citizenship probation.

### **Critical Citizenship Probation**

Critical probation carries specific restrictions as determined by ADCOM. A student on critical citizenship probation, who fails to comply with the conditions outlined in the probation, may be suspended, or dismissed from school.

### **In-School Suspension/Detention**

A student in this category is allowed to remain at school (in the administrative office) but is restricted from participation in co-curricular activities. In addition, a student is specifically and formally informed that additional violations of academy policies and rules will result in Out-Of-School Suspension or dismissal from school.

Connected learners will be dealt with on a one-to-one basis.

### **Out-Of-School Suspension**

A suspended student is required to leave school for a specified period of time. Students on suspension will not be allowed to join their classes online. Students are responsible for keeping up with homework. Quizzes and tests will be at the discretion of the teacher.

Suspended students will jeopardize and may forfeit any scholarship or worthy student funds awarded but not yet credited to their account. Suspended students will not be allowed to participate in any school activities during their suspension, including the senior class trip and other school-sponsored functions.

### **Withdrawal at the End of a Semester**

Occasionally a student will be asked to withdraw but be allowed to continue through the end of the semester, assuming appropriate conduct prevails.

### **Immediate Withdrawal**

A student who faces expulsion is offered the opportunity to voluntarily withdraw prior to the beginning of formal disciplinary procedures.

### **Dismissal**

A student who is dismissed from school will not be considered for readmission for one complete school year.

### **Demerit System**

Demerits are issued for various infractions of school rules and policies. To review more specifics regarding how students receive demerits, see the delineation on Jupiter. In general, the following discipline levels will be followed:

- Three (*non-dress code*) demerits in any 9-week period will result in **General Citizenship Probation**.
- Five (*non-dress code*) demerits in any 9-week period will result in **In-School Suspension or Detention**.
- Seven (*non-dress code*) demerits in any 9-week period will result in an **Out-Of-School Suspension** of one to five days.
- Ten demerits in any 9-week period will result in the student being subject to dismissal.

### **Cheating**

Because of the nature of academic dishonesty or cheating, a special policy has been adopted by AAA for situations in which a student has participated in cheating or has assisted someone else in cheating.

For the purposes of this policy, cheating is defined as any effort to obtain credit for work that is not one's own, including copying the work of other students, plagiarizing the thoughts or words of others, print/digital media, accessing prohibited materials or resources (such as calculators if banned by the teacher), or otherwise claiming credit for material the student did not produce and

is taking advantage of. This applies to all assignments, quizzes, and tests/exams. Violations of this policy will result in the following discipline measures:

1. First Offense: Zero (0) credit for assignment/quiz/test, will be given a written warning in Jupiter, zero (0) demerit, a student/teacher conference, and a communication sent to the parent/guardian regarding remediation of the act of cheating/plagiarism.
2. Second Offense: Zero (0) credit for assignment/quiz/test, up to 3-day suspension, two (2) demerits, and a student/parent/guardian conference with the Principal.
3. Third Offense: Zero (0) credit for the assignment/quiz/test, three (3) demerits, and the student is subject to dismissal from school.

**NOTE** – If for any reason, the offenses occur three (3) times in the same course during the semester/year the student will receive an “F” for that course grade.

### Discipline Procedures and Process

1. Before any discipline is imposed, the student will have the opportunity to explain his or her perspective of what took place.
2. Students will have the opportunity, should they choose, to appeal the discipline before it is imposed. An appeal may result in the withdrawal of the penalty, a lessening of the penalty, a changing of the penalty, or an increase of the penalty, depending on additional facts that may come to light in a further investigation.
3. If a discipline involves dismissal from school, the student and the parents/guardians have the right to have a hearing before ADCOM prior to the discipline being imposed.
4. If a student is suspended, the student and parents/guardians will receive written notification of the suspension, the reasons for the suspension, and the duration of the suspension.
5. If it appears that a student is subject to a formal expulsion, the school will usually give the parents/guardians the option of withdrawing the student prior to the onset of disciplinary proceedings. Once the process begins, the student forfeits the right to voluntarily withdraw.

### UNIFORM POLICY

The goal of the Atlanta Adventist Academy’s dress code is to allow students to present themselves in a clean, neat and modest manner while maintaining individuality through their uniform item choices.

#### UNIFORM ITEMS

- |                         |                                |
|-------------------------|--------------------------------|
| -Cardigan Sweater       | -Khaki/Chino Pants             |
| -Pullover Sweater       | -Khaki/Chino Skirt (see below) |
| -Sweater Vest           | -Fleece Lined Rain Jacket      |
| -Polo Shirt             | -P.E. Uniform, if required     |
| -Oxford Button Up Shirt |                                |

#### UNIFORM ATTIRE

The AAA logo must be applied to all classroom uniform tops/shirts. Polo shirts with the AAA logo may be purchased in red, navy, or white.

Our uniform vendor is Lands’ End: [landsend.com](http://landsend.com), 1-800-469-2222 (AAA ID #900109539).

Uniform pants and skirts must be khaki or navy and may be purchased elsewhere.  
Skirts and shorts must be no more than 2 inches above the knee.

Uniforms will be the expectation Monday through Thursday and can be ordered from our website: [aaa.edu](http://aaa.edu), “Student Life” and “Uniforms” or directly from Lands End. (noted above.)  
Fridays are designated for AAA spirit wear and students may wear a AAA t-shirt and jeans or khaki pants/skirts.

## UNIFORM GUIDELINES

- Uniform attire must be of good quality. (Partner campus students may wear their uniform or ours. Home-learners are required to wear AAA polo shirts during instruction, while on Zoom.) Students may not wear hats during class.
- Shirts are to be tucked in and pants will be worn with a black or brown belt.
- If socks are visible they must match and coordinate with school uniform colors.
- Students must wear black or white sneakers with uniforms.
- Outerwear worn in the classroom must include the AAA logo.
- PE students must wear the PE uniform. Please purchase the PE uniform top from AAA.
  
- AAA uniforms will not be required for all Academy functions however, students must wear shirts that do not show their stomach or chest. Shirts and dresses must have straps that are at least 1.5 inches wide. Clothing must not contain anti-Christian messages. Pants/shorts may not be low riding or sagging.
  - Clothes may not be ripped, worn or out of season or reveal undergarments.
  - All casual attire must be clean and in good condition.

## General

Specific dress standards for various off-campus and school-sponsored activities will be published before those events. Those standards are consistent with and carry the same force as the standards outlined above. The following are **always unacceptable** for students to wear at AAA school functions:

1. Clothes displaying words, slogans, or pictures contrary to the mission of AAA and the Seventh-day Adventist Church. (This includes alcohol, tobacco, etc.)
2. Immodest attire.
3. Jewelry or other personal adornment, including wristbands of any kind.
4. Chains, hooks, handcuffs, tattoos, ropes, etc. hung from the clothing or otherwise exposed.
5. Hair of an unnatural color.

Those who violate the Uniform Policy may be denied entrance into the classroom or event, and will be subject to normal school disciplinary procedures.

## Dress Code Demerit System

For dress code, the following discipline levels will be followed:

1. **1st Offense** - Warning, the parent/guardian and student will be notified via Jupiter. (The student is allowed to attend classes connected from the front office.)

2. **2nd Offense** - One (1) demerit. The parent/guardian called for a change of clothes.
3. **3rd Offense** - Two (2) demerits; and a one (1) day In-School Suspension. A parent/guardian/student conference with the principal to explain General and/or Critical Citizenship Probation conditions and consequences, etc.

## OTHER POLICIES AND MISCELLANEOUS INFORMATION

### Grievance Protocol and Due Process Regarding AAA Personnel

Students have the right and opportunity to appeal the decisions of teachers, administrators, or school committees, or to lodge a complaint if they feel they have been unfairly treated. Appeals and complaints will only be heard if they are conducted in accordance with the following grievance protocol established by the Georgia-Cumberland Conference of Seventh-day Adventists.

1. The Complainant should meet first with the teacher or staff member with whom he or she has a concern. The meeting should be private or with a family member present. The issue or complaint should not be discussed with other parties.
2. If the complaint is still unresolved, the Principal will be asked to step in to help find a resolution. The meeting between the Principal, the complainant and the staff member will allow all relevant concerns to be discussed and probably resolved. The Principal will keep minutes of the meeting to be reviewed and signed by all parties at the end of the meeting. *(Should the grievance involve the school Principal, the board chair or vice-chair person would serve as facilitator and keep minutes - the Office of Education is to be notified).*
3. At each instance where a complaint is registered, the teacher will have the right to address the complaint directly. If the complaint remains unresolved after steps 1 and 2, it shall be referred to the Executive Committee of the school board. At this point, the Office of Education is to be directly involved.
4. A final appeal of the issue can be made to the AAA School Board. To preserve fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be present to participate in the discussion of the issue. Should a member of the school board bring the complaint, they will remove themselves from the actual decision-making process relative to the immediate issue under discussion. The AAA School Board will vote on a final resolution to the complaint and all parties will be notified in writing of the board's decision.

### Marriage and Living Arrangements

Any student who gets married during the school year may be asked to withdraw from school. All students attending AAA are expected to live with their parents or legal guardians. ADCOM must approve any other specific arrangements.

### Motor Vehicles

Students driving motor vehicles of any kind to school are required to register them with the Registrar, provide proof of insurance and a valid driver's license. Motor vehicles must be parked in the student parking area when the student comes to school, and the vehicle should remain there until the end of the school day unless the student has specific permission to leave campus. Students are not to sit in or congregate around their vehicles during the school day and should leave campus immediately upon the completion of scheduled classes, meetings, and/or

sporting events. Sitting in cars with members of the opposite sex is expressly forbidden. Exceptions to this policy, for carpooling purposes, must be submitted in writing by a parent to Mrs. Mann at [registrar@aaa.edu](mailto:registrar@aaa.edu).

The school expressly disclaims responsibility for damage that may occur to vehicles while on school property. Students must drive in a responsible manner. Students must not drive in a wild, noisy, or reckless manner. The campus speed limit is 10 mph.

### Off Campus Trips

Students participating in off-campus trips are representatives of AAA and, as such, should conduct themselves in accordance with the standards and policies of our school. School policies will be enforced during all off-campus activities. *(This includes all aspects of the school Dress Code, Academic Probation, and Citizenship Probation will be taken into consideration when determining whether a student can participate in an off-campus trip).*

**NOTE** – At the discretion of supervising faculty/staff, students may be permitted to bring cell phones, CD players, Mp3 players, or similar devices to listen to appropriate music while traveling on long trips. Headphones must be worn when listening to music. School policy and school seating arrangements will be adhered to on school trips.

### Program Standards

Programs conducted at AAA should meet the high standards of the school and the Seventh-day Adventist Church, both in content and presentation. The suitability of the music and other elements of a program are the responsibility of the faculty supervisor for the student group presenting the program. Students will be required to clear music with administration or the school music committee prior to a performance or program.

### Public Display of Affection (PDA)

Social interaction requires students to be discreet and display Christian restraint and propriety in their public expression of affection. Relationships at school or school-related functions shall not include excessive or inappropriate displays of affection or other physical interaction. Such interaction would include, among other things, holding hands, kissing, excessive hugging, full body hugs, sitting or lying on laps, back rubs, picking up students, piggy-back rides, laying against each other on a bench, on the ground, or on the floor, etc. If the display is not extreme, a faculty member will simply give a gentle reminder. Any student observed or engaged in extreme behavior for the first time will receive a verbal warning and appropriate demerits. Any student observed or engaged the second time in this behavior will receive demerits and also be placed on General Citizenship Probation. Any student observed or engaged the third time in this behavior will be placed on Critical Citizenship Probation and subject to suspension or dismissal.

### Student Supervision

Student supervision will be provided for thirty (30) minutes prior to and thirty (30) minutes after school. Parents/ guardians may be charged an additional fee for students who require supervision outside of these hours.

## Communicating with Parents/Guardians and Parental Involvement

AAA values the role of parents/guardians as the primary influence and authority in the lives of their children.

AAA has developed several avenues of communication between the school and the home; we encourage parents/guardians to take advantage of these resources to maintain an awareness of school events and policies.

Parents/Guardians of AAA students may access academic information online. This information is constantly updated. The following types of information are available to parents/guardians and students online in Jupiter.

1. Current grades
2. Missing assignments
3. Past and future assignments
4. School and class announcements
5. Class syllabus
6. Past and future lesson plans (summary)
7. Attendance records

Meetings between the Principal, teachers, and parents/guardians will be held throughout the school year to provide information and receive feedback. Parents/Guardians are urged to attend these meetings as often as possible. (Parent/guardian volunteers are always welcome at AAA. Please notify us if you are interested.)

For major discipline issues the parent/guardians will receive a phone call from AAA administration. Minor discipline issues and other school information will be communicated via email through Jupiter. It is necessary for each family to have a computer, smartphone, or a device with Internet access to take advantage of this information. Information for accessing Jupiter will be provided at registration.

AAA also utilizes an automated phone messaging and/or text delivery service to communicate time-sensitive information to our AAA families. Weather related school closing information, event reminders, and class or organization specific information such as upcoming tests, field trips performance, and athletic game reminders are all examples of the kind of information that would be communicated this way. The AAA website is another source of timely information, including calendar events and upcoming school activities. Our web address is: <https://www.aaa.edu/>.

Personal interaction with parents/guardians is especially important to us, so we encourage parents/guardians to contact the school at any time with questions, comments, and concerns. Classroom issues should be directed to the classroom teacher first and passed along to administration if the situation is not handled to your satisfaction at the classroom level.

## Accident Insurance Policy

AAA carries a supplemental accident insurance policy on each student, which covers medical payments for accidents that occur at school or during school functions. This insurance is subordinate to the insurance a family already carries. It is the parents'/guardians' responsibility

to file a claim with the insurance company. AAA does not sign as guarantor on any hospital or medical financial agreement. The school's responsibility is limited to the provision of the supplemental insurance policy. Forms can be requested at the office and should be completed and filed as soon as possible after an incident.

## **Administrative Rights**

The administration reserves the right to question students at any time about their behavior without additional parental/guardian consent. Additionally, the administration reserves the right to inspect lockers and students' vehicles randomly, with the student present. Depending on what may be found the school, in some cases, will require a student to attend counseling, education or treatment programs as a condition of acceptance or continued enrollment. The school further reserves the right to suspend, dismiss, or ask a student to withdraw from school anytime the student's conduct, influence, or attitude is no longer in harmony with the philosophy and objectives of AAA.

The administration also reserves the right to share relevant demographic information with other schools within the Adventist educational system, (*e.g. Oakwood University (OU), Southern Adventist University (SAU), and Adventist University of Health Sciences (AHU)*). Other than these situations, AAA will not release non-public information to any third party without the written consent of a students' parents/ guardians, except as required by law or necessary for legitimate academic purposes.

## **Asbestos**

An approved inspection and management plan for asbestos-containing building materials (*Required by the Federal Government*) is on file in the school office.

## **Bus Policies**

All rules and policies governing conduct and standards at AAA and at school-sponsored events apply with equal force during the operation of the school's vehicles. This includes transportation to and from school, between campuses, field trips, and any other trips involving AAA buses or vehicles.

Specific rules and policies have been developed to help ensure a safe and comfortable riding experience for students and staff, including the driver of the bus. Failure to comply with any of these rules will result in discipline procedures as outlined in the school's disciplinary policy. Additionally, if a driver or faculty member feels that a student's behavior on a bus is sufficiently egregious or inappropriate as to warrant immediate action, he or she is authorized to immediately suspend the student from riding the bus until the issue can be resolved satisfactorily. Permanent or extended suspensions of bus-riding privileges are at the discretion of the school administration or disciplinary committee.

The following rules apply to any AAA vehicle operating for any school function. This list is not exhaustive but is intended to provide specific examples of generally inappropriate behavior. Any activity or behavior that the driver or supervising staff deems to be unsafe or inappropriate is to be avoided under the terms of this policy.

1. Riders must always be seated with their seat belts properly worn. (Non-working or missing seat belts should be reported to the driver immediately so they can be repaired or replaced.)

2. Arms, legs, heads, and any other body parts are to remain inside the bus at all times. Nothing can be thrown out of the bus windows at any time. Trying to attract the attention of drivers or passengers of other vehicles is prohibited and also inappropriate.
3. Conversations and student interactions should reflect the AAA mission as a Seventh-day Adventist Christian school. Fundamental regulations regarding appropriate language and influence apply equally on the bus as anywhere else.
4. Horse play, loud, or obnoxious behavior is forbidden.
5. Bus departure times are set by the school administrators, not the driver. Students who arrive late for the bus should not expect the driver to wait for them. The bus driver will depart on time from each specified pick-up location. Please be on time (*or early*) to meet the bus.
6. Buses will leave school no later than 10 minutes after the school day ends. Students not on the bus at the time of departure may be left.
7. Due to insurance restrictions it is not advisable for unauthorized passengers, except immediate family members of staff drivers, to ride in school vehicles during school transportation runs and school functions without prior authorization from administration.
8. Seating policy for evening/night long trips: boys sit on one side and girls sit on the other. (PDA will be addressed as noted earlier.)

### **Cell Phones, Headphones, and Other Personal Electronic Devices**

Students may use their personal cell phones **before school, during lunch time, and after school only**. The use of any audio-visual equipment, other than a school issued iPad or other electronic device, is strictly prohibited during school hours unless that student is enrolled in an approved college course. This includes, but is not limited to, cell phones, headphones, earbuds, iPod, personal computers, and tablets, etc. Should headphones/earbuds be needed for classroom use, permission must be obtained from your teacher before use.

Parents/Guardians and students, please help us maintain a progressively positive academic environment and atmosphere at our school.

When it is not appropriate to use a cell phone, the phone must be turned off or in airplane mode and kept in the student's backpack or locker. A ZERO tolerance policy will prevail and include the following consequences:

1. **1st offense** - will result in the cell phone being confiscated, one (1) demerit will be issued, and the student will have to pick up the cell phone at the end of the school day.
2. **2nd offense** - will result in two (2) demerits and the phone will be confiscated until a parent/guardian is able to pick it up.
3. **3rd offense** - will result in two (2) demerits and the student will not be allowed to bring a cell phone to school for a semester.

In emergency situations a parent/guardian may speak directly to their child by calling the school. We will bring your student to the phone to talk. In rare non-emergency situations, a parent/guardian can call the school and leave a message. The AAA staff will make every effort to deliver non-emergency messages to the student as time permits.

Office phones are for official school use and may not be used by students except in an emergency.

Permission to use a phone in an emergency must be obtained from the office.

## Counseling

Christian counseling services have been retained to provide psychological services at AAA. AAA reserves the right to require counseling as a condition of continued attendance in situations where the student appears to be dealing with issues beyond her or his ability to control. These concerns may or may not involve specific discipline. AAA also has academic and career counseling provided by Mrs. Mann. General guidance and counseling is also provided by the administration and staff.

## Digital Learning Day

Our Georgia metro campuses follow their respective county procedures for closing schools. If Duluth Metro Campus closes, a message will be sent via text and phone to all students and parents/guardians, and a “Digital Learning Day” will be initiated. Students and staff will connect from home and the school will follow regularly scheduled meeting times for classes. Parents and students are asked to check their course Jupiter updates and follow what the teacher has prescribed for their class. If the circumstances do not allow the student to connect, the student is allowed the same expectation as an absence excuse to make up the work.

## Emergency Drills and Safety

AAA has a written safety plan that contains specific instructions and protocols for emergency situations. The academy periodically conducts emergency drills (*fire, tornado, lock down, etc.*) to ensure that students understand and follow appropriate procedures in an orderly manner should an emergency occur.

## Facilitators

**Classroom Facilitators** provide a tremendous service to the students and instructors at AAA. These specially trained individuals assist with classroom management, instruction, assessment and record keeping, among many other duties. Facilitators have the same authority in the classroom that classroom instructors possess. Students should respond to facilitators as they would any other member of the school staff and faculty. Students should also take advantage of the extra assistance that facilitators can provide to help them with the comprehension and completion of classroom tasks and lessons.

## Internet Usage

The school provides students with access to the Internet through a high-speed Internet connection. Before being allowed to access the Internet from the school, all students must sign an Acceptable Use Policy agreeing to abide by school standards for Internet usage. Additionally, all parents/guardians must sign a document accepting the risk and responsibility of such use. The school will monitor student Internet use and will discipline improper use in accordance with the standards outlined in this handbook and in the Acceptable Use Policy. There is no presumption of privacy in regard to the use of school issued electronic equipment or Internet connectivity.

## **Visitors**

Student visitors must make prior arrangements with the school and the classroom teachers before visiting. Visitors must register at the office before visiting anywhere on the school campus. Visitors are expected to follow all campus regulations. It is the responsibility of the student to see that their guest is aware of all school rules including dress code.