

THE ATLANTA ACADEMY

Handbook

Mission Statement:

The Atlanta Academy achieves academic excellence by providing an individualized approach to learning through small class sizes and a structured, nurturing environment.

The Crest:

The Latin inscription, *Sapientia Donum Dei*, translates: Wisdom, the gift of God. The shield indicates the protection our teachers and parents provide and the assurance of a safe and free environment. The open book suggests being receptive to new ideas and learning. The pages, purposely left blank, indicate an opportunity for our children to make independent decisions and choices and to be as creative as the mind allows. The pen and ink are assurances to our children of our promise to provide them with the tools to facilitate learning. The laurels are the dreams and aspirations we all share manifested in the growth and maturity of an Academy child.

Curriculum:

Our unique academic environment results from an integration of basic skill mastery, and practical application of knowledge. Students are encouraged, through an interdisciplinary approach, to seek academic challenges, develop critical thinking skills, and apply new concepts as they strive to become responsible, dynamic leaders of the future. Our small class sizes, dedicated faculty, and involved parents help us to create a safe and supportive environment in which individual talents are developed and shared. High expectations for achievement, creativity, self-discipline, and social responsibility are the cornerstones of The Atlanta Academy.

Admissions Policy

The Atlanta Academy does not and will not discriminate against applicants or students on the basis of race, color, religion, or national origin.

The admission of each student is based on information obtained from placement testing, teacher evaluations, and school records.

Students must be five years of age on or before September 1 in order to apply for Kindergarten.

Policy on Tuition

The tuition is set and approved by The Atlanta Academy Board of Trustees.

- a) A \$100 registration fee is required for enrollment.
- b) A non-refundable deposit is due with the submission of an enrollment contract. This deposit will be applied to your tuition for the school year.
- c) The remainder of the tuition is paid in two installments.
- d) A \$25.00 fee will be charged per check returned for insufficient funds.

The Atlanta Academy Parent Association

The goal of the Parent Association is to build community and provide assistance to the growth and development of our program. Every parent is welcome to participate in the Parent Association as a means of sharing time and talents with the school community. Volunteers serve under the guidance and instruction of the Head of School.

Attendance

The Atlanta Academy is in session for 180 days each year. School hours are from 8:00 A.M. to 3:00 P.M. daily. Students are considered tardy after 8:05 A.M. They then should report to the office to sign in before going to their classroom.

As a security measure, the parents or guardians are asked to call the school office between 8:00 A.M. and 9:00 A.M. to report students who are going to be absent or late.

Excused Absences

Absences will be excused on the basis of verified contact with the parent or guardian for the following reasons:

1. Personal illness of the student
2. Medical or dental examinations and/or treatment of the student. Please refrain from making appointments during school hours, if possible, as it interferes with class work.
3. Death in the family.
4. Emergency situations arising from unusual weather conditions.
5. Reasons of extenuating circumstances to be judged by the Head of School.

Unexcused Absences

Absences other than those mentioned above will be considered **unexcused**. In the event of an unexcused absence, the teacher is not required to instruct again or give credit for the work missed or provide make-up tests. All work missed because of an unexcused absence must be made up to the satisfaction of the teacher. Students are allowed 1 day to make up work for each day of absence.

Explanation of Absence

An explanation of the absence is submitted in written form to the homeroom teacher when the child returns to school. Failure to produce appropriate explanation will result in the absence being classified as unexcused.

Make-up assignments are the responsibility of the student and he/she should make provisions to obtain assignments and books on days absent. If it is necessary for a parent to pick up assignments for a student, please notify the school by 9:00 that morning. In addition, assignments are posted on each teacher's web page and can be found on our website www.atlantaacademy.com.

At the teacher's discretion, work may be issued ahead of time for students who anticipate being out of school.

Excessive Absences

In the event of excessive absences a student may be required to repeat the present grade level, or may be asked to leave the school. This decision is made by the Head of School.

Health

A sick child should not be in school, but should remain home in an environment where proper care may be given. A child who has a 100 degree temperature or who exhibits upper respiratory infection signs and symptoms, or who has been ill

(vomiting) the night before, should not be sent to school. When the symptoms are gone, the child is free to return to school.

Students who become ill during the course of the day should inform their teacher. If this is not possible, the student should inform the school receptionist. Students may not take it upon themselves to leave the school without permission from the office, nor are parents to remove students without notifying the school office.

Immunization and Health Records

Georgia law requires that all students entering Georgia schools for the first time have a Georgia Certificate of Immunization (Form 3231) on file no later than the first day of school. All students entering sixth grade are required to have a second MMR vaccine.

Clinic

The school administrators and/or receptionist operate a school clinic daily from 8:00AM- 3:00PM. Children who have minor illnesses or minor injuries at school are assisted here to the standard of care that a parent at home would give. The school will attempt to contact parents when the injury or illness is of the more serious nature. Consequently, it is imperative that parents keep the office advised of any changes in emergency contact numbers. Please arrange to pick up a sick or injured student as soon as possible.

Medication

When a prescription or non-prescription medication must be given during the school day, a *Medication Authorization* form must be filled out and signed

by a parent/guardian for each child. **Medications will not be administered to any student without this authorization form.** Medications sent to school must be in their original container and labeled with the student's name and correct dosage. We have Tylenol, Advil, and Benadryl in the clinic and will administer those two medications as needed if you have indicated your permission on the Health and Emergency Medical Consent Form.

Notification of Communicable Diseases

Please notify the school immediately of any of the following illnesses: chickenpox, pink eye, impetigo, measles, mononucleosis, mumps, head lice, meningitis, poison ivy and whooping cough. All information will be kept confidential except as needed to protect other students.

Head Lice

It is common for children to contract head lice each year. Playing in close contact with each other, exchange of clothing, brushes, combs, etc. can result in transmission of head lice from one child to another. Please notify the school as soon as possible if your child has head lice so that the school can prevent lice from spreading and/or re-infecting other students. When the school is notified of any case of head lice, the school will send a note home with each student advising parents to check their children to see if he/she may have this condition. Parents are advised to consult a physician for treatment.

Inclement Weather

In case of inclement weather, and should it be necessary to close school, we will usually follow the directions given by Fulton County Schools.

However, we will have a special announcement on the TV and radio stations regarding The Atlanta Academy. In case the TV/radio stations neglect to report the closing it will also be recorded on the school phone.

Lunch

Students have the option to buy their lunch or bring a lunch to school. Those who bring their lunches may also buy milk in the cafeteria.

Playground

Teachers will supervise students during the recess period. Since the safety of our children is an important priority there must be an adult present to supervise them on the playground at all times.

Field Trips

Field trips are an essential aspect of our curriculum. The trip usually has a direct application to a unit of work studied by the student. Preparation for the trip is made with the class in advance to indicate the nature of the trip, and its purpose.

Students should be made aware of the fact that field trips are privileges and not an absolute right. Students can be denied participation in field trips if they fail to meet academic or behavioral requirements.

WRITTEN PERMISSION MUST BE OBTAINED BEFORE A STUDENT WILL BE ALLOWED TO GO ON A TRIP. There are NO EXCEPTIONS to this rule.

Any parent who accompanies students on school activities has the responsibility and duty to

enforce all rules of good conduct and safety such as safety belts on all riders. Other siblings will not be permitted on field trips, because the first duty of the accompanying adult is the supervision of the students.

Carpool

The majority of The Atlanta Academy students are transported to and from all school functions in car pools or by their parents. We ask that parents drop children off and pick them up in the areas designated for this purpose. Please follow the traffic patterns that are given to you.

In the morning, a Safety Patrol person and an assigned faculty member will be on duty to receive students in the carpool area. From 7:40 until 8:00 A.M., Pre-School through 8th grade students may report to the area which will be supervised by an assigned faculty member.

Please do not walk your children into the school unless they are late.

We ask all parents to pick up their children at 3:00 P.M. After that time the remaining students will be taken to a designated area in the school building after all the cars have left the parking lot. Parents must come to this area to pick them up. Extended Day charges may be incurred.

Academics

Homework

The following times are suggested homework guidelines for each grade level.

Homework time does not include long-range assignments/projects.

Kindergarten	10-15 minutes	Reading to children is essential at this age
Grades 1 and 2	20-30 minutes	
Grade 3	30-45 minutes	
Grade 4	45-60 minutes	
Grade 5	60-70 minutes	
Grades 6-8th	Approximately 2 hours	

This time allotment for homework must, of course, be flexible. All children vary in their ability to perform any task. Parents should provide proper conditions in the home, and, as far as possible, a specific time span wherein homework can be done. Parents are also urged to help the child realize that study and review assignments are as vital and necessary as any written work.

Assignment notebooks are required of all students in Grades 3-8. These are used not only to write down the day's homework assignment. They are also used as a means of communication between teacher and parent and parent and teacher.

Report Cards

Report cards are issued approximately every nine weeks on dates designated on the school calendar. The code for marking is listed on the Report Cards. The Report Cards are distributed the week following the end of the marking period. Deficiency Notices will be given to parents at any time during the school year when a teacher feels a student is in danger of failing or not working to capacity.

The teachers throughout the school year may use other forms of communication.

Grading Scales

Kindergarten, First, and Second grade students are graded as follows:

VG (Very Good)

Consistent mastery of skill

G (Good)

Mastery of skill the majority of time

S (Satisfactory)

Minimal mastery of skill

N (Needs to improve)

No mastery of skill

Student grades are determined by class work, classroom performance, formal and informal evaluation.

Third through Eighth Grade students are graded as follows:

A 100-93	Excellent	
B 92-84	Above Average	
C 83-75	Average	
D 74-70	Below Average	
F / NP	Below 70	Not Passing
NE	No Evaluation	

Grade reports and report cards will not be issued to parents until tuition and fees are paid in full.

Transcripts

Transcripts, health records, and attendance records for students will be sent directly to the new school the child is attending. All transcripts, report cards, student records, and diplomas are the property of The Atlanta Academy

and will not be issued to students who transfer or graduate until tuition and fees are paid in full.

Student Withdrawal Procedure

When a student withdraws from The Atlanta Academy during the school year, the parent must notify the school in writing prior to withdrawal. A withdrawal form completed by the teacher and a copy of the current report card will be in the office on the student's last day. The parent must come to the office to sign the form and pick up the report card. The student's transcript will be sent to the new school upon written request.

School Uniform Code

All uniforms must be purchased from the approved list of vendors

Winter Uniform: October to April

MUST BE APPROVED UNIFORM CLOTHING

GIRLS (GRADES K – 3RD)

JUMPERS	Plaid Jumper (Style #172 (Color #60) (Worn with Peter Pan Blouse) On Dress Uniform Day Jumper is worn with Peter Pan Blouse and Plaid Cross Tie (Navy Bicycle Shorts May Be Worn Under Jumper)
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SKORT	Plaid WRAP Skort (Style #907) (Color#60) (Can be worn with blouse or knit shirt)
BLOUSES	White Short or Long Sleeve Peter Pan Blouse White with Navy Trim Short or Long Sleeve Peter Pan Blouse
KNIT SHIRTS	White or Bright Navy Short Sleeve or Long Sleeve Pique Knit Shirt with School Logo (Worn with Skort)
SWEATERS	White Crew or Zip Cardigan with Embroidered School Monogram (Worn with Jumper) Navy Crew Neck Cardigan, V-Neck Cardigan, V-Neck Pullover or Crew Neck Pullover or Sweater Vest with Embroidered Crest Monogram (Worn with Skort) (CREST MONOGRAM ONLY) (Fine Gauge Acceptable)
FLEECE	Navy 1/2 or Full-Zip Fleece Jacket with Embroidered School Monogram FLEECE MAY BE MONOGRAMMED WITH EITHER CREST OR TEXT MONOGRAM
SCARF	Navy Fleece Scarf with Embroidered School Crest Monogram - optional
BLAZER	Navy Blazer with Embroidered School Crest Monogram - optional
TIES	Plaid Cross Tie (Color #60)
SOCKS	White or Navy Crew or Knee Socks
TIGHTS	White or Navy Tights
SHOES	Black and White Saddle Shoes
HAIR ACCESSORIES	Matching Hair accessories Available (Optional)

Jumpers, Skirts or Skorts should be no shorter than 2” above the knee

GIRLS (Grades 4th thru 8th)

SKIRTS	Plaid Skirt (Style #143) (Color #60)
BLOUSES	White Short or Long Sleeve Oxford Cloth Blouse With School Logo or Embroidered School Monogram (Oxford shirt worn for Dress Up Day or may be worn for daily wear)
SHIRTS	White or Bright Navy Short or Long Sleeve Pique Knit Shirt with School Logo or Embroidered School Monogram
SKORTS	Plaid Wrap Skort (Style #907) (Color #60)
SWEATERS	Navy Crew Cardigan, V-Neck Cardigan, V-Neck Pullover or Crew Neck Pullover or Sweater Vest with Embroidered Crest Monogram (Fine Gauge Acceptable)
FLEECE	Navy 1/2 or Full-Zip Fleece Jacket with Embroidered

	Monogram FLEECE MAY BE MONOGRAMMED WITH EITHER CREST OR TEXT MONOGRAM
SCARF	Navy Fleece Scarf with Embroidered School Crest Monogram - optional
BLAZER	Navy Blazer with Embroidered School Crest Monogram - optional
TIES	Solid Navy Tie (Not Cross Tie) (Required Dress Uniform Only)
SOCKS	White or Navy Crew or Knee Socks
TIGHTS	White or Navy Tights
SHOES	Black and White Saddle Oxford
HAIR ACCESSORIES	Matching Hair accessories Available (Optional)

Skirts or Skort should be no shorter than 2” above the knee

P. E. UNIFORMS (REQUIRED) GIRLS (All Grades)

SHIRTS	Ash T-Shirt with P.E. Gladiator Logo
SHORTS	Navy Mesh Shorts with White P.E. Logo
SWEATSHIRT	Navy Crew Sweatshirt with School Logo
SWEATPANTS	Navy Sweatpants with School Logo

MUST BE APPROVED UNIFORM CLOTHING

BOYS (K-3rd)

SLACKS	Heather Gray Twill Slacks (No Flat Front)
SHIRTS	White Short or Long Sleeve Oxford Cloth Shirt with School Logo or Embroidered School Monogram (Required For Dress Uniform) White or Bright Navy Short or Long Sleeve Pique Knit Shirt with School Logo or Embroidered School Monogram - Daily Uniform
SWEATERS	Navy V-Neck Cardigan, V-Neck Pullover, Crew Neck Pullover or Sweater Vest with Embroidered Crest Monogram (Fine Gauge Acceptable)
FLEECE	Navy 1/2 or Full-Zip Fleece Jacket with Embroidered Monogram FLEECE MAY BE MONOGRAMMED WITH EITHER CREST OR TEXT MONOGRAM
SCARF	Navy Fleece Scarf with Embroidered School Crest Monogram - optional

BLAZER	Navy Blazer with Embroidered School Crest Monogram - optional
TIES	Solid Navy Tie (Required for Dress Uniform)
BELTS	Black Braided Belt
SOCKS	Black or White Crew Socks
SHOES	Black or Brown Bucs and Black or Brown Merrells or Black or Cordovan Loafers

**WARM WEATHER UNIFORM - (August - October & April - June)
BOYS (K-3rd)**

SHORTS	Heather Gray Twill Pleated Shorts
SHIRTS	White or Bright Navy Short Sleeve Pique Knit Shirt with School Logo or Embroidered School Monogram
BELTS	Black Braided Belt

BOYS (4th – 8th)

SLACKS	Charcoal Gray Pleated Slacks (No Flat Front)
SHIRTS	White Short or Long Sleeve Oxford Cloth Shirt with School Logo or Embroidered School Monogram (Required for Dress Uniform) White or Bright Navy Short or Long Sleeve Pique Knit Shirt with School Logo or Embroidered School Monogram
SWEATERS	Navy V-Neck Cardigan, V-Neck Pullover, Crew Neck Pullover or Sweater Vest with Embroidered Crest Monogram (Fine Gauge Acceptable)
FLEECE	Navy 1/2 or Full-Zip Fleece Jacket with Embroidered Monogram FLEECE MAY BE MONOGRAMMED WITH EITHER CREST OR TEXT MONOGRAM
SCARF	Navy Fleece Scarf with Embroidered School Crest Monogram - optional
BLAZER	Navy Blazer with Embroidered School Crest Monogram - optional
TIES	Solid Navy Tie (Required for Dress Uniform)
BELTS	Black Braided Belt
SOCKS	Black or White Crew Socks
SHOES	Black or Brown Bucs and Black or Brown Merrells or Black or Cordovan Loafers

P. E. UNIFORMS (REQUIRED) BOYS (all grades)

SHIRTS	Ash T-Shirt with P.E. Gladiator Logo
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SHORTS	Navy Mesh Shorts with White P.E. Logo
SWEATSHIRT	Navy Crew Sweatshirt with School Logo
SWEATPANTS	Navy Sweatpants with School Logo

Hair Code and General Appearance

Hair should always be neat and well groomed. Unusual or "trendy" hairstyles are not permitted. The school is the final judge of the suitability of grooming. Violations of hair regulations will result in disciplinary action. There is to be no bleaching or coloring of hair. Boys' hair should be neat and well groomed. In addition, it should be cut to a length so as not to cover the eyebrows, and should be well above the shirt collar, and well above the ears.

Cosmetics and Jewelry

Use of make-up is not permitted. Clear nail polish is the only type permitted. Boys and girls are allowed to wear one small necklace. One set of small hoop earrings or small stud earrings are permitted for girls. Other body piercings are prohibited. Boys are not permitted to wear earrings. **No costume jewelry, beaded jewelry, dangle or large hoop style earrings are permitted.** Watches are permitted if they do not cause a distraction to the child or to the class. One ring is permitted.

Dress Code On Non-Uniform Days

The school is the final judge on the suitability of attire. Violations of uniform regulations will result in a written warning to parents, with a parent conference, as necessary.

Code of Discipline

Each classroom teacher/faculty member will send home for signature a list of classroom expectations and rules. Discipline plans will be age-appropriate and outlined by the teacher along with the classroom rules. Discipline warnings resulting in after school tutorial and/or detention will be used in grades 3-8. In the event of a suspension or expulsion parents will be contacted by the Head of School.

Harassment/ Bullying

It is a serious offense for students to harass faculty or staff members or to invade their privacy by disturbing them in their homes. Harassment of students is likewise forbidden. Examples of harassment include, but are not limited to, verbal or written taunting or threats; bullying; jokes, stories, pictures, or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. "Cyber-bullying" and other electronic means used to harass students or to demean members of The Atlanta Academy community or the school itself is prohibited, even on non-school computers or personal electronic devices (cell phones, PDAs, etc.

Technology and Internet Access

Students and parents are required to sign an *Acceptable Use Policy*. **Any violations of this policy will result in loss of computer privileges, suspension and, possibly, expulsion.**

Network Etiquette – Students should remember that they are a representative of the school, and that their online conduct should always reflect the

high standards of our school. In keeping with these values, students must use appropriate language when communicating online. Students will not create, nor encourage others to create, discourteous or abusive content (including profanity or offensive language). Students will not electronically publish or distribute any inappropriate materials that they or others have created. Students will not use electronic communication to spread rumors or gossip, and will not engage in any activity that is harmful to anyone inside or outside The Atlanta Academy community.

Privacy and Trespassing – Students will protect my privacy and the privacy of others by not revealing passwords, addresses, or other personal information without seeking the guidance of a parent or faculty member.

Copyright. Students are required to document and properly cite all information and media acquired through the Internet or other information technologies.

Inappropriate Use – Students will use The Atlanta Academy technology only for appropriate purposes, and for the purpose of legitimate school-related or school approved activities. Such inappropriate use includes, but is not limited to: assuming the identity of another; sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language; illegal activity; and seeking or sharing information which could violate another person's privacy. Electronic communications on the Atlanta Academy property are not guaranteed to be private, and messages or

other information deemed inappropriate may be cause for disciplinary action

Kindergarten – 3rd Grade

In case of a serious offense, such as a child hurting another child intentionally, or doing intentional damage to property, the Head of School will be told immediately. The teacher will record the incident. The teacher will make a telephone call to the parents that day. If a second offense occurs, the parents will be contacted and a conference will be scheduled with the parents.

Unacceptable conduct that may result in detention includes, but is not limited to:

1. Behavior that is not consistent with the Atlanta Academy values.
2. Refusal to complete assignments or consistent lack of preparation for class will result in mandatory tutorial and possibly detention.
3. Chewing gum is not permitted anytime during the school day including field trips.
4. Unacceptable school, PE uniform, or appearance.
5. Profanity.
6. Dishonesty in written and spoken work, including copying homework.
7. Disrespect to any other person or their property including desks and/or lockers.
8. Any verbal or physical attack on another person.
9. Possession of any electronic games or devices, including cell phones, PDA's, etc.

** An accumulation of 3 detentions will result in a suspension.*

Unacceptable conduct that may result in suspension or expulsion includes, but is not limited to:

1. Possession of firearms or weapons (toy or real) or anything that resembles a weapon.
2. Destruction of any school property or the property of others.
3. Theft (This includes consistent dishonesty in written and spoken work, including copying homework.)
4. Any form of verbal or sexual harassment.
5. Possession of any inappropriate magazines, any form of pornography or culturally offensive material.
6. Possession of alcohol, drugs, tobacco, or any illegal substance will result in immediate expulsion.

Expulsion:

- The teacher presents the Head of School with a detailed report about the student's behavior, indicating the reasons for the proposed expulsion.
- The Head of School will weigh the motives and, if necessary, will call a meeting with the teacher(s), in order to clarify the case as much as possible.
- The Head of School will inform the Board of the decision to expel.
- Head of School will meet with the family in order to communicate the decision to them.
- The Head of School reserves the right to move to immediate expulsion when the safety of the school community is at stake.