

IMPORTANT

It is understood that attendance at Andrew Jackson Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. Andrew Jackson Academy may request the withdrawal of any student or parent at any time, which in the opinion of the administration does not fit the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations.

We remind students that manners are simply an outward display of one's inner feelings toward others. As representatives of Andrew Jackson Academy, on campus and off, your deportment reflects on the Academy. Courteous behavior is expected.

Since a certain number of rules are necessary to maintain any institution, we request that you acquaint yourselves thoroughly with Andrew Jackson Academy's regulations and procedures as stated in this handbook. We further ask that you follow the spirit as well as the letter of these rules. The Head of School and faculty will apply the Academy's rules in a reasonable way. In turn, we expect from students a comparable degree of reason in following all the necessary rules. Please keep in mind that Andrew Jackson Academy reserves the right to deal with any breach of its regulations and procedures as it sees best.

This handbook was written to give parents and students an outline of the objectives, principles, and rules of our school. We ask that you keep this handbook in a convenient place so that you may use it for reference throughout the year. Please read this book in its entirety. Familiarity with the concerns of this book will eliminate much uncertainty and answer most of your questions. We wish for each of you a happy and successful year.

The Administration

Andrew Jackson Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, admissions policies, and athletic and other school-administered programs.

ANDREW JACKSON ACADEMY

Andrew Jackson Academy
7054 Broxton Bridge Road
PO Box 98
Ehrhardt, SC 29081
(803) 245-4810 phone
(803) 245-5460 fax
Team Name: Warriors
Team Colors: Red, White and Black

ALMA MATER

Beside the highway where the crowds are passing,
Stands Andrew Jackson, proud Academy.
And all will find, who seek within her portals,
A wealth of wisdom, truth and loyalty.

Dear Andrew Jackson, we will sing thy praises.
And lift on high, thy banner to the sky.
Thy lofty aims, will be our inspiration.
To deeds to of honor as the years go by.

Andrew Jackson was established in 1971.

Head of School

Jamee Barnes
753 Cabbage Road
Ehrhardt, SC 29081
(803) 267-8019

Assistant Head of School

Gill Hackney
gillhackney@andrewjackson.school
(803) 793-4160

Athletic Director

Josh Barnes
(803) 942-3902

Board of Directors

Jay Walling, Chairman of the Board

Monica Beard

Bill Johnson

Sharlene Linder

Kayla Moore

Julie Sease

Office Staff

Administrative Assistant

Penni Crider
1335 Pierce Road
Bamberg, SC 29003
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Office Aide

Lesia McCormick
PO Box 425
Ehrhardt, SC 29081
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Guidance

Susan Kinsey
susankinsey@andrewjackson.school
(803) 671-1438

Parent Teacher Organization

President

Ashley Reed

Vice-President

Booster Club

President

Jana Chassereau

Vice-President

Secretary

Treasurer

Kip Terry

Communications

Kayla Moore

Faculty
2022-2023 Academic Year

<u>Grade</u>	<u>Teacher</u>	<u>Phone</u>	<u>E-Mail</u>
Kindergarten 3	Ashley Reed	803-707-8243	ashleyreed8108@yahoo.com
Kindergarten 4	Kayla Hiers	843-908-9985	kaylahiers31@gmail.com
Kindergarten 5	Joy Hiers	843-599-0055	joyhiers33@gmail.com
1 st Grade	Michelle Hughes	803-707-0683	firstgradeaja@gmail.com
2 nd Grade	Pam Hiers	803-707-6570	pamhiers@andrewjackson.school
3 rd Grade	Belinda Jones	843-866-2442	belindajones@andrewjackson.school
4 th Grade	Joyce Grimes	843-844-2793	edisto2cat@gmail.com
5 th Grade	Robin Grice	803-378-1193	mathmatters456@gmail.com
6 th Grade	April McMillan	843-893-6304	aprilmcmillan@andrewjackson.school
7 th Homeroom	Jana Chassereau	803-378-0710	janachassereau@andrewjackson.school
8 th Homeroom	Ashleigh Trivette	205-514-2628	ashleightrivette@andrewjackson.school
9 th Homeroom	Gretchen Blakeney	803-686-1681	gretchenblakeney@andrewjackson.school
10 th Homeroom	Amy Polk	843-599-9358	polka@andrewjackson.school
11 th Homeroom	Marsha Hughes	803-267-6531	mfhsc@yahoo.com
12 th Homeroom	Paula Kirkland	803-267-6310	pkirksprague@gmail.com
Spanish	Obed Ortiz	803-709-1109	obedortiz@andrewjackson.school
Science	Dr. Joni Jordan	864-346-4603	jordanj@andrewjackson.school
Math	Sarah Linder	803-707-5192	sarahlinder@andrewjackson.school
Librarian	Vonna Bennett	803-943-9404	vsb53@yahoo.com
Resource	Diana Saitz	803-300-3888	diana.varn@yahoo.com

Daily Master Schedule

8:00 – 8:10	Homeroom
8:12 – 9:12	First Period
9:14 – 10:14	Second Period
10:14 – 10:21	High School Break
10:23 – 11:25	Third Period
11:27 – 12:30	Fourth Period
10:45 – 12:05	Lower School Lunch
12:15 – 12:55	Upper School Lunch
12:57 – 2:00	Fifth Period
2:02 – 3:05	Sixth Period

Exam Schedule

8:00 – 8:10	Homeroom
8:10 – 9:40	First Exam
9:40 – 10:05	Upper School Break
10:05 – 10:30	Lower School Break
10:05 – 11:30	Second Exam

(Students must remain in exam class for at least one hour)

Dismissal Schedule

3K, 4K, 5K dismissal at 2:45
1st – 3rd grade dismissal at 2:50

4th – 6th grade dismissal at 2:55
7th – 12th grade dismissal at 3:05

You and your child should return to your car if waiting on an older student to be dismissed. There will be no running near cars, in the parking lot, on school grounds, etc. If your student is waiting on an older student for their ride, they will remain in the classroom until the older student picks them up.

Tuition and Finances

The programs and activities at Andrew Jackson Academy are funded entirely by tuition, fundraisers and donations. The largest portion of income is tuition. Like you, we pay our bills monthly (including salaries). If we have a lull in the payment of tuitions, we cannot pay our bills either. There are a few people whose late payment causes a constant cash flow crisis. If everyone paid his or her tuition on time, there would not be a crisis.

1. The Board policy is as follows: “For students to continue their studies in school, and to take final examinations and receive their report cards each nine weeks or have records transferred, regular payments must be made.”

We are well aware that we probably drive families crazy with our fundraisers and requests for help and money. Unfortunately, that is the price we pay for our children to attend school without fear of intimidation, to learn in small groups, to develop educationally where they are not just a number, and to be guided by adults who truly care about them.

The budget with which we operate is tight. Employees work for much less than they deserve. Parents have always been very cooperative and generous.

Beginning with the fall semester, the tuition for the 2022-2023 school year will be \$3,900.00. Kindergarten tuition will be \$3,300.00. Book fees will be \$200.00 per student. The Building Fund is still \$100.00 per year for five years, totaling \$500.00 and will be paid by all families entering Andrew Jackson Academy.

Annually:

Tuition (Grades 1-12)

\$3,900 / year (One Child)

\$7,400 / year (Two Children)

\$8,700 / year (Three Children)

The fourth child in family of four or more will receive a full tuition scholarship. The student will still be responsible for book fees and class dues.

Kindergarten Tuition: \$3,300.00 per year

Payable: \$275.00 per month for 12 months or
 \$330.00 per month for 10 months (August – May)

Policy for Tuition Payments:

The following rules will apply concerning tuition payments:

1. Tuition is due by the first (1st) of the month.
2. A letter will be sent to families who have not paid by the tenth of the month.
3. A late fee of \$25.00 will be added to accounts not paid by the fifteenth of the month.
4. If tuition is not paid by the thirtieth of the month, the child or children will not be allowed to return to school on the first of the following month.
5. If a student drops out of school, other collection procedures will be followed.

6. A \$30.00 fee will be charged for all returned checks.
7. All dues must be paid in full from the previous year in order for athletes to participate in summer practices or any athletic event.
8. Returned check policy: After two (2) NSF's, checks will not be accepted from anyone in that family on any checking account for the remainder of that school term. Further payments will only be accepted in the form of cashier's check, money order, or cash. Returned check fees will remain at \$30.00. This policy is in effect for any school expense (i.e. tuition, lunch, books, fundraisers, PTO, Booster Club, etc.) Penalties will revert to original due date when the check has been returned for NSF.

Class Dues

Class dues are required for Grades 7 through 12. No class dues will be returned should a student decide to leave the Academy.

Grades 7 through 10	\$5.00 per month for 10 months (\$50.00)
Grade 11	\$20.00 per month for 10 months (\$200.00)

Class dues must be current to receive report cards each grading period.

12th and 11th Grade students **are required** to participate in all fundraisers.

Because of the liability and risk with our current world situation, our Board of Directors made a decision that AJA will NOT sponsor a senior cruise as we have in earlier years. There has been no trip since Covid 2020; most private schools stopped sponsoring senior trips years ago. Therefore, we will only raise money for the senior play and graduation expenses.

Lunch Charges

There will be no charging in the canteen. Students may bring their own lunch every day or pay daily. However, a parent may send money monthly, etc., to create a credit on his or her student's account. Parents will be notified once the student's account is \$10.00 or below so the account can be replenished. Students will be allowed to eat every day, but if they have no cash or no money in their account, parents must send the money the following day.

Canteen stops between classes are prohibited. Students are not allowed in the canteen area.

Statement of Principles

Andrew Jackson Academy emphasized the academic studies that put the student in touch with the principles of history, literature, language, religion, mathematics, and science which allows the student to make sound valid judgments.

The Academy also believes that a well-trained body compliments an educated mind. Accordingly, it stresses athletics along with academics. We suggest and stress participation in all school functions whenever possible by all of our students.

Accreditation

Andrew Jackson Academy is a member in good standing of the South Carolina Association of Independent Schools, whose high Accreditation Standards we meet. In March of 2021, Andrew Jackson Academy met all qualifications for accreditation.

Testing

All students are tested during the school year with a variety of recognized tests to determine their academic achievement, aptitude, and for the purpose of guidance counseling.

Kindergarten Requirements

September 1st is still the cutoff date for students entering Kindergarten. A 30-day grace period will be allowed. If a child becomes 4 or 5 within that period of 30 days, parents and the child may meet with the kindergarten teacher. If the teacher finds the child ready to enter kindergarten, the teacher will report to the Head of School and the Board will make final decision.

Course Load Requirements

Because Andrew Jackson Academy offers a variety of valuable electives that will be of permanent value to the student, students in grades 9 through 12 will be expected to take **at least six courses each academic year**.

Drop/Add Policy

Students will be given one week from the beginning date to add and/or drop a course. The approval of the teacher and the Head of School are required to add a course or drop a course.

Requirements for Promotion

Kindergarten through Grade 8

In the case of students who fail one or more subjects, promotion from grades 1 through 8 will be determined by satisfactory summer instruction and Academy testing. Summer instruction must be suitable in length and scope to the satisfaction of the Head of School and Board Members of Andrew Jackson Academy.

Since reading, mathematics and English form the core around which knowledge is formed, these three essential courses must be passed to enable students to pass his/her grade.

Requirements for Promotion and Graduation

Grades 9 through 12

Early graduation will be allowed if all requirements are met. Students must have the following:

Freshman to Sophomore	1 English, 1 Math	7 credits
Sophomore to Junior	2 English, 2 Math	12 credits
Junior to Senior	3 English, 2 Math	18 credits
Graduation	4 English, 3 Math	24 credits*

* See General Curriculum

Grading System

(Grades 1 through 12)

A: 90 – 100 (Excellent)

B: 80-89 (Very Good)

C: 70 – 79 (Good)

D: 60-69 (Fair)

F: 59 – 0 (Poor)

Honor Roll

Head of School List: All A's

A-B Honor Roll: A-B or Above

Credits Required for Graduation

College Preparatory: 24 Credits

General Curriculum: 24 Credits

College Preparatory Curriculum

English (including Composition), English Literature	6 credits
Math (Algebra I, II, Pre-Calculus, Geometry)	4 credits
Science (Biology, Chemistry, Physics, Physical Science or Environmental Science)*	4 credits
History (US History, World History, American Gov., Economics)	3 credits
Foreign Language.....	3 credits
Electives	1 credit
Physical Education	1 credit
Computer Technology.....	2 credits
Total	24 credits

*Biology, Chemistry or Physics, and Physical Science are required by State supported colleges and universities.

General Curriculum

English (including Composition), English Literature	6 credits
Math (Algebra I, II, Pre-Calculus, Geometry)	4 credits
Science (Biology, Chemistry, Physics, Physical Science or Environmental Science)*	3 credits
History (US History, World History, American Gov., Economics)	4 credits
Electives	4 credits
Physical Education	1 credit
Computer Technology	2 credits
Total	24 credits

Two units of the same foreign language may be substituted for two of the following three units: One unit of science, one unit of mathematics or one unit of social studies.

Dual Credit Courses

The Board of Directors encourages students, who qualify, to take college courses for units of credit. Courses may be offered through distance learning and cooperative agreements with institutions of higher education. A college credit course/dual credit course will qualify as a “weighted course” and factored in to determine “Honors”.

A three-semester hour college course shall transfer as one unit unless otherwise designated by the State College or University. The numerical grade earned will translate as equal value in Andrew Jackson grading system.

To qualify to take college credit/dual credit courses, the student must do the following:

1. Student must have a 3.5 GPA.
2. Receive permission from the teacher who teaches that subject/subject area.
3. Top two ranked students in Grade 9 that meet all the above criteria will be eligible for dual classes.

Students will be limited to two subjects per semester with one class period dedicated to that subject. There will be a tuition charge by the college in addition to Andrew Jackson Academy’s.

Appeals to the qualification requirements can be made to a “special appeals” committee. This committee will be a “standing” committee consisting of two teachers appointed by the Head of School and the Head of School. The decision of the committee will be final.

SCISA Requirements

The South Carolina Independent School Association basic minimum requirements for an accredited school (revised and adopted May 2, 1996)

General Diploma Requirements:

Subject	Units
English.....	4
Mathematics*	3
Science*	3
Social Studies*	3**
Electives	<u>5</u>
Total	18

*Two units of the same foreign language may be substituted for two of the following three units: one unit of science, one unit of mathematics, or one unit of social studies.

**One of these must be a unit in American History.

College Preparatory Diploma Requirements*:**

Subject	Units
English.....	4
Mathematics (Algebra I, II, Geometry).....	3
Science (Physical Science, Biology, Chemistry or Physics, I or II)	3
Social Studies (American History, European History, Government/Economics – ½ unit each)	3
Foreign Language (two units of the same language)	2
Physical Education	1
Electives	<u>4</u>
Total	20

***These may apply to one “track” of a high school with more than one curriculum or to a high school as a whole. If only part of the school is meeting these, the administration must be sure the Board, students, and parents are aware of which students are in which “track”, and the school’s diploma should indicate distinction.

A school chartered for diagnosed learning disabilities may receive special consideration in the areas of course requirements and grade level promotion.

The AJA Board of Directors voted on August 20, 2021 and decided that the “old” grading system will be used to determine honor students, valedictorian, salutatorian, and marshals at the end of the third grading period.

Quality Point System (grades 9 – 12)

Level I Courses

English I, II, III, IV
Psychology
English Literature
Algebra I
General Math I
Pre-Algebra
Business Math
Physical Science
Biology (Lab)
American Government/Economics
World History
U.S. History
Geography
Computer I, II
Physical Education
Composition
Accounting
Drivers Education (1/2 credit)
Bible History (1/2 credit)

Level I Quality Points

A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0

Level II Courses

Honors English I, II, III, IV
Honors Math
Honors Science
Chemistry
Physics
Spanish I, II, III
Pre-Cal
Algebra II
Geometry
Advanced placement (USC-Salk 11th
& 12th Grades)
More courses will be added as
interest warrants

Level II Quality Points

A	4.5
B+	4.0
B	3.5
C+	3.0
C	2.5
D+	2.0
D	1.5
F	0

Insert 10 Point Grading Scale

NCAA Initial – Eligibility Clearinghouse

The NCAA Initial – Eligibility Clearinghouse has approved the following courses for use in establishing the certification status of student-athletes from this school. NCAA regulations required each core course’s content to be distinct. Therefore, all courses must contain material which is at least 75% unique from all other courses which a student-athlete wishes to use in certifying eligibility. Division I mathematics requirements for students attending college after August 1, 1996, stipulate at least one unit of mathematics must be at level 2. A level 2 mathematics core course is defined as geometry or a course for which geometry is a prerequisite.

<u>English</u>	<u>Social Science</u>	<u>Additional Core Course</u>
American Literature	Geography	French 1
Composition	Government/Economics	French 2
English 9	Psychology	Spanish 1
English 10	U.S. History	Spanish 2
English 11	World History	Spanish 3
English 12		
English Literature		
Vocabulary		
<u>Mathematics</u>	<u>Natural/Physical Science</u>	
Algebra I (Level 1)	Biology (Lab)	
Algebra II (Level 2)	Chemistry (Lab)	
Geometry (Level 2)	Physical Science (Lab)	
Pre-Calculus (Level 1)	Physics (Lab)	

Grading and Procedural Policy for Seniors and Students with Identified Learning Disorders

Two weeks prior to each grading period, teachers must notify administration of the names of senior students and students identified learning disorders that are in danger of failing their classes.

An Academic Review Committee consisting of the referring teacher, a teacher of the approximate grade level, the Head of School and a school board member, selected by the Board Chairman, will review the students’ records and make recommendations which provide students the opportunity for additional assignments appropriate for their learning disorders.

The Academic Review Committee will make the appropriate assignment and return it to the referring teacher no later than two weeks after the grading period. Until a grade is issued, the students will receive incomplete. This policy approximates the Federal Law (P.L. 94-142), which is used in the public schools to identify learning problems, design appropriate learning activities (I.E.P. – Individualized Education Plan), and to evaluate progress of those with **identified** learning disorders.

Senior Privileges

1. Any senior with an average of 90 or above may exempt first semester exams.
2. Seniors may go to lunch FIVE minutes early – ahead of all other classes.
3. Seniors may park in the grass median in front of the gym.
4. In assembly, everyone will stand when the senior class enters.
5. Seniors may purchase drinks at 10:10 snack time; however, seniors cannot charge at 10:10.
6. Seniors will have an excused absence on the Monday following the prom.
7. Seniors may leave school for lunch at the discretion of the senior sponsor and accompanied by the sponsor.

Examinations

All upper school students (grade 7 – 11) must take first semester exams. Any students having a 90 average or above in a course the second semester may be allowed to exempt the final exam at the discretion of the teacher. Students who receive more than 9 tardies will lose this privilege.

Married Students or Parenthood

It shall be the policy of Andrew Jackson Academy to deny admission and/or attendance to any student who is married, a parent, or an expectant parent. The term parent is gender neutral. The school reserves the right to require medical examination of any student. Attendance at Andrew Jackson Academy is a privilege. The privilege may be revoked if pregnancy, parenthood and/or marriage occur.

Permanent Records

A cumulative permanent record, including standardized testing scores, or each student's progress and behavior is kept on file in the Andrew Jackson Academy office. Parents are welcome to discuss such records with the Head of School. Recent Federal Legislation prohibits us from releasing any information kept on file without the parent's or student's (after he becomes 18 years old) written consent. Parents transferring students from Andrew Jackson Academy to other schools or requesting that records be sent to colleges, scholarship committees or elsewhere must accompany each request for transfer of records with the statement in this handbook signed and dated and must have all accounts paid up to date.

Student Activities

Student activities are essential to Andrew Jackson Academy's success because they create in the student a sense of belonging and of pride in himself and in the Academy. Therefore, the Administration urges all students to participate enthusiastically in extra-curricular activities.

Available activities: cheerleading, football, basketball (boys/girls), baseball, softball and volleyball)
More will be available if interest warrants.

Overnight Trips

To qualify for overnight trips, a student must be passing all courses for all the completed grading periods.

Honors

Marshals for Senior Graduation shall be chosen from the Junior Class. To obtain the honor of being a marshal, one must complete four semesters of school at Andrew Jackson Academy by the end of the Junior year. The four students having the highest GPA will be chosen as marshals at the end of the third nine-weeks.

Senior class Valedictorian, Salutatorian and all honor graduates shall be determined by the Administration at the end of the third nine-weeks. Only for final transcripts will the fourth nine-week grades be used. All grades will be transcribed into permanent folders when new students transfer into the Academy.

Student rank and Grade Point Average (GPA) at Andrew Jackson Academy are calculated based on the South Carolina Uniform Grading Policy (SCUGP). The ranking is based on all academic classes at the end of each academic year and includes the entire class (9-12) of diploma-seeking candidates. Class rank will be demonstrated on the official transcript of every student.

To be eligible for Valedictorian or Salutatorian honors at Andrew Jackson Academy, a student must attend four complete and consecutive semesters at Andrew Jackson Academy (Junior and Senior year). All other honors require two complete semesters at Andrew Jackson Academy.

To be a Senior Honor Student requires a 3.5 accumulative average.

A senior will not march in graduation or participate in the baccalaureate if ***ALL TUITION AND OTHER DEBTS OR FEES ARE NOT PAID.***

A senior who has not passed all required courses will be eligible to march in Baccalaureate and Graduation, but his or her name will be listed on the program with an asterisk to denote that a certificate will be issued instead of a diploma.

Beta Club members and Student Council Officers must participate in all projects to remain eligible.

Academic Banquet

A student must have a 90 average to be invited to the Academic Banquet.

Eligibility for Athletics

- A. The requirements established by the South Carolina Independent School Athletic Association read as follows: “A student must take, pass and receive credit for at least four (4) one credit or subjects or any five (5) one credit courses (courses which have not been previously passed) each 6/9/12 weeks or semester. If a student does not meet this standard, he/she will not be eligible during the next 6/9/12 weeks marking period.” The core courses are English, Math, Science, Social Studies and Foreign Language.
- B. No one will be eligible for cheerleader, volleyball or football practice without a signed student contract for the approaching year.
- C. All athletes will be required to pay an athletic membership fee to participate in any sports. A fee of \$75.00 must be paid for athletic participation in any sport.

Sports Code of Conduct

Andrew Jackson Academy supports the SCISAA Code of Conduct. Consult SCISAA Blue Book for current rules and regulations. Andrew Jackson Academy has its own Code of Conduct that must be signed by parents/guardians of the athlete and the athlete before a student is allowed to play.

AJA Booster Club

Patrons of Andrew Jackson Academy have made great contributions to Andrew Jackson’s Athletic Program through the Booster Club without whose help it would be difficult to maintain our sports program. We urge all patrons to join the Booster Club and to participate actively in all its activities.

All athletes will be required to pay an athletic membership fee to participate in any sports. A fee of \$75.00 must be paid for athletic participation in any sport.

Super Booster dues will be \$500.00 to park in the end zone; Booster membership is \$300.00. With this membership, the person who purchases the membership, spouse and children in school or college are eligible to get into all HOME games – JV Football, Varsity Football, Volleyball, Basketball, Softball and Baseball. This card is not valid for playoffs and tournament games.

Attendance

One of the most important factors in achieving academic excellence is attendance. Therefore, perfect attendance is awarded annually by the Head of School. Students at all grade levels should strive for perfect attendance. Absences are always detrimental to a student’s achievements and students are expected to be in attendance with exceptions being made for illness, family emergencies, educational programs, and school-sponsored events. It is important to note that there is no possible way to substitute for a missed classroom experience. Whenever possible, please make dental and medical appointments after school hours or on Fridays.

Students are allowed 5 absences per semester or a total of 10 before Friday school begins. Friday school is \$30.00 per child. Students with 28 absences or more will have summer school.

In order for a student to receive credit for a course, he must not exceed 10 absences for a yearlong course or exceed five absences for a semester course. If a student accumulates five (5) absences or three (3) absences for a semester course, a notice will be mailed to his/her parent.

When a student returns to school after an absence, he must bring a written excuse signed by a parent, guardian or doctor to the school secretary. In the case of an extended illness, the excuse should contain the appropriate dates and be signed by a doctor.

The decision as to whether a student is excused or unexcused for being absent is left to the discretion of the Head of School and Board.

Students must be present for four (4) periods in order to participate in any extracurricular activity that calendar day. Exceptions must have prior approval of the Head of School.

An extended illness, more than one (1) week, requires a physician's statement in order for the time missed to be considered on the 10-Day Absence Regulation. This doctor's excuse must be turned in to the office upon returning to school.

In grades 1 – 6, attendance will be based on daily attendance. Students must be present at least half of the day (until 11:30 am) in order to be counted present.

In grades 7 – 12, attendance will be kept by each teacher by class period. Students must not miss a class in excess of 10 times in order to pass the class. Therefore, it is very important that valid excuses are presented for early dismissals and later arrivals as well as "all day absences".

Students with excused absences will be allowed to make up work in a time frame as discussed by the classroom teacher at that teacher's convenience. It is the responsibility of the student to seek and secure all assignments and materials, which were missed during the absence. All assignments which were announced prior to the absence are due when the student returns.

A student transferring to Andrew Jackson Academy during the school year will be subject to the same attendance rules. If a student has exceeded the five (5)/ten (10) day rule, he/she may appeal to the Board of Directors.

All absences excused or not, must not exceed the ten (10) day limit. Semester absences may not exceed 5 days. An appeal may be made to the Board of Directors whose decision will be final.

Tardies

Students are expected to be early or on time for each scheduled class. Students will be tardy if they arrive after 8:00 am for the school day. Students who are tardy for school must report directly to the office. In order for a tardy to be excused, the student must bring a written excuse from a parent or guardian on that day. Three unexcused tardies per semester will result in Friday school. A letter will be sent home for the child and parent to sign and fill out.

If any tests are missed as a result of tardiness, such test must be taken that day or the student will receive a zero (0).

When the period begins, students should be in their seats and ready to begin work.

3 times tardy – written up

6 times tardy – ISS

9 times tardy – OSS and receive 0 for the day

Exams

Attendance during exams is most important! Students will be allowed to make up an exam only in cases of documented illness, death in the family or prior approval by the Head of School. **Students who have missed more than fifteen days will take exams!**

Suspensions

Students are required to conduct themselves at all times and places in a manner that will not be contrary to the best interest of the school. Conduct of the student in any manner, which materially disrupts class work or involves substantial disorder or invasion of the rights of others, is a basis for suspension. A student under suspension will receive a **zero (0)** in each subject for the day missed – no just test on that day.

Student Code of Conduct

All AJA students are expected to be on their best behavior at all times. They are expected to demonstrate respect for themselves, others and our school. All AJA students have the right to learn in a safe, secure and orderly environment. All AJA students are expected to respect the authority of all faculty members. Students who choose not to comply with our expectations will be disciplined. The purpose of the Code of Conduct is to communicate to students and parents the types and ranges of behavior and possible consequences. Every specific variation/situation of prohibited conduct cannot be listed. The Head of School and Board of Directors reserve the right to determine the appropriate consequences for misconduct.

Definitions:

Head of School Conference

- Assigned in lieu of ISS
- Meet with Head of School and parents are advised of the conference

In School Suspension (ISS)

- Will be held in an AJA classroom
- Will be held from 8:10 am - 3:05 pm
- Monday - Thursday
- Students assigned to ISS are segregated from other students during lunch and break
- Students are required to complete assigned work
- Refusal to do the work will cause additional time in ISS
- Parents will be notified of all ISS

Out of School Suspension (OSS)

- Student is not allowed to attend school and is not allowed to participate in any after school activities including all sports (if OSS occurs on a Thursday, student will not be allowed to participate in any Friday sports activities)

Expulsion

- If student gets three (3) Level II offenses in one school year, the student and parents will meet with the Head of School and Board of Directors for an expulsion review
- Student may not return to school for the remainder of the year and is required to attend a meeting with the Board of Directors and Head of School to be readmitted

Parents will be notified regarding all offenses

LEVEL I OFFENSES

Possession of Cell Phone/Electronic Device including Smart Watches

1st referral - \$10 fine before returned to student

2nd referral - \$25 fine before returned to student and parent notified

3rd referral - Student no longer allowed phone on campus

Cutting Class

1st referral - 1 day ISS

2nd referral - 1 day OSS

3rd and subsequent referrals - 2 days OSS

Disturbing Class

1st referral - Head of School Conference

2nd referral - 1 day ISS

3rd and subsequent referrals - 1 day OSS

Dress Code Violation (see Dress Code Section)

All referrals - Student will not be allowed to go to class. Student must go home to change and return to school or have appropriate clothing brought to school. Parent will be notified if student continues to wear inappropriate attire.

Failure to Follow Instructions

1st referral - 1 day ISS

2nd referral - 2 day ISS

3rd referral - 1 day OSS

Gambling

1st referral - 1 day ISS

2nd referral - 1 day OSS

3rd referral - 2 days OSS

In An Unauthorized Area

1st referral - 1 day ISS
2nd referral - 2 days ISS
3rd and subsequent referrals - 1 day OSS

Inappropriate Affection/Behavior
1st referral - 1 day ISS
2nd referral - 2 days ISS
3rd and subsequent referrals - 1 day OSS

Profanity to Student/Obscene Gestures
1st referral - 1 day ISS
2nd referral - 1 day OSS
3rd and subsequent referrals - 2 days OSS

Leaving Class without Permission
1st referral - 1 day ISS
2nd referral - 2 days ISS
3rd and subsequent referrals - 1 day OSS

Sleeping in Class
1st referral - ISS remainder of day
2nd referral and subsequent referrals - 1 day ISS

Excessive Talking
1st referral - Head of School Conference
2nd referral and subsequent referrals - 1 day ISS

If student gets three (3) Level I offenses in one school year, the student and parents will meet with the Head of School and Board of Directors for a behavior review

LEVEL II OFFENSES

Smoking/Possession of Vaping/Tobacco Products
1st referral - 1 day OSS
2nd referral - 2 days OSS
3rd and subsequent referrals - 3 days OSS

Cheating
1st referral - zero on assessment and Head of School and Parent conference
2nd referral - 1 day ISS, zero on assessment and Head of School and Parent conference
3rd and subsequent referrals - 2 days OSS and zero on assessment and Head of School and Parent conference

Fighting/Near Fight/Causing a Fight/Spreading Information Contributing to a Fight
1st referral - 1 day OSS
2nd referral - 2 days OSS

3rd and subsequent referrals - 3 days OSS and referral for expulsion

Minor Vandalism (less than \$25)

1st referral - 1 day ISS and full restitution

2nd referral - 2 days ISS and full restitution

3rd and subsequent referrals - 3 days ISS and full restitution

Cutting School/Leaving School without Permission

1st referral - 1 day ISS

2nd referral - 1 day OSS

3rd and subsequent referrals - 2 days OSS

Disrespect to Staff/Insolent Behavior

1st referral - 1 day ISS

2nd referral - 1 day OSS

3rd and subsequent referrals - 2 days OSS

Disturbing School

1st referral - 1 day ISS

2nd referral - 1 day OSS

3rd and subsequent referrals - 2 days OSS

Profanity to Staff

1st referral - 1 day OSS

2nd referral - 2 days OSS

3rd and subsequent referrals - 3 days OSS

Direct Disobedience/Refusal to Obey Staff

1st referral - 1 day OSS

2nd referral - 2 days OSS

3rd and subsequent referrals - 3 days OSS

Threats to Students/Bullying

1st referral - 1 day OSS

2nd referral - 2 days OSS

3rd referral - 3 days OSS with referral for expulsion

Theft/Selling/Possession of Stolen Property (over \$25.00)

1st referral - 1 day OSS

2nd referral - 2 days OSS

3rd referrals - 3 days OSS with referral for expulsion

Unauthorized Note/Forgery (Parent or Teacher)

All referrals - 1 day OSS

Misbehavior during Assembly

All referrals - 1 day OSS

Computer Misuse (inappropriate websites/pictures)

1st referral - 1 day ISS

2nd referral - 2 days ISS and restriction of use

3rd and subsequent referrals - 1 day OSS

Possession of Obscene Materials (including Internet searches)

1st referral - 1 day OSS

2nd referral - 2 days OSS

3rd and subsequent referrals - 3 days OSS

Possession of Weapon-Like Object/Contraband

1st referral - 3 days OSS and confiscate object

2nd and subsequent referrals - 5 days OSS with recommendation for expulsion

Use and/or Possession of Intoxicant/Alcohol/Positive Drug Test

1st referral - 1 day OSS and parent conference with both parents

After a first positive test, the parent is responsible for purchasing a drug test every month and the student is tested every month for the rest of the school year and tested for the rest of their tenure at AJA.

2nd referral - recommended for expulsion

LEVEL III OFFENSES

If any of the following offenses are committed or anything of severe nature as deemed by the Head of School and/or Board of Directors, student will receive 5 days OSS and be recommended for expulsion:

Arson

Bomb Threat

Explosive Devices

False Fire Alarm

Selling of Illegal Substance

Possession of Weapon

Vandalism - Major (over \$100.00)

Threatening Staff (Explicit)

Indecent Exposure

Sexual Misconduct

For all Level III Offenses, notification of law enforcement will be determined by the Head of School and Board of Directors

Drug Testing

Students in grades 7 – 12 will be subject to random drug tests given monthly. If a student is suspected of being under the influence when he or she arrives at school, he/she will be taken to the Head of School for questioning and notification of parents. Then, if necessary, will be taken to the local hospital for tests. If a student refuses to cooperate, they will automatically be considered guilty and the Head of School will refer to the Student Code of Conduct for discipline. If a child tests positive, they will be tested monthly at the expense of the parents. Positive tests results will be expelled.

Repeated Violations

A student who is subject to suspension for the third time in any given year will be recommended for expulsion.

Classroom Discipline

Teachers are expected to maintain discipline in the classroom. Students shall be polite, courteous and shall obey all rules and regulations. Arrogance, disorderliness and disrespect will not be tolerated. A teacher may dismiss students from class. If a student is dismissed from class, he/she is to report to the Head of School immediately for appropriate action.

Rules and Regulations

Rules and regulations are necessary for the smooth running of any organization. The Administration feels that the rules compiled here are a minimum necessary for orderly conduct. You are asked to observe them willingly without waiting for those in authority to request it.

General Behavior Rules and Regulations

- A. When moving in the halls, keep to the right of the hallway.
- B. Put trash in trash containers inside and outside of the building.
- C. Keep your voice low in the halls and lunchroom area.
- D. Written excuses from parent/guardian stating the reason for absences are required for all absences and tardies. See Attendance Policy.
- E. No one may leave campus during school hours without permission. Approval through the office is required.
- F. Written permission from a parent or guardian is required for students to leave school for special class outings or class trips.
- G. No student is to use the office telephone or other telephones without prior permission from the Administration.

- H. Any person wishing to contact a student during class must enter through the front door and receive permission from the Administration.
- I. Students are not to have any visitors at school anytime during the day or recess.
- J. Public display of affection between boys and girls on the campus of Andrew Jackson Academy is not appropriate. This includes all school functions.
- K. Persons picking up students during school hours will have to sign the student out through the office. Students leaving early must sign out at the office.
- L. Chrome books are given to high school students. A Computer Usage Agreement must be signed and returned to the school before a student will be given a Chrome book.
- M. School official will not administer medication unless sent by the parent with a permission slip and instructions. Parents should supply Tylenol and cough drops when a student has a need for these items.
- N. Written permission from parents/guardian is required for a student to leave school early. These excuses must be turned into the office before school begins or on arrival of school.
- O. All visitors must report to the office before proceeding into school.
- P. No electronic devices will be allowed in the school building, i.e. beepers, head phones, Ipods, MP3 players, radios, etc.

Bullying Policy

Andrew Jackson Academy will not tolerate bullying. Bullying is defined by stopbullying.gov as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” Making verbal threats, physically or verbally attacking someone, spreading rumors, and leaving someone out of a group on purpose are all acts of bullying, as well as the use of electronic devices as a vehicle for bullying. Andrew Jackson Academy will not tolerate bullying either actively or passively. Passive bullying is when bullying is observed by bystanders who make no attempt to stop or report the behavior.

All bullying will be reported to the office. A meeting will be held with the parents, teacher and Head of School and the Student Code of Contact will be followed. If this unwanted behavior does not cease the matter will be brought before the Board where the child will be recommended for expulsion.

Detention Hall

Detention hall will be held as needed. The Head of School or his designee will supervise Detention Hall and parents will be notified in advance. The student and his/her parents will be responsible for

transportation home. The assignment to Detention Hall is a punishment for those who have broken a school policy. The student will work on assignments given to him/her by the Head of School or his designee. A sample form of notification sent to parents is in this handbook. After completion of one after school detention, the next will be held on Friday.

Right to Search

Andrew Jackson Academy reserves the right to search the person, property or automobile of an Andrew Jackson student on campus or attending a school sponsored even any time there is a reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, drugs, chemicals, or other substances. It also reserves the right to confiscate any objects, instruments, chemicals, drugs, substance it believes to be illegal or potentially dangerous. This right is reserved to protect the student body at large and will be employed with discretion. Attendance at Andrew Jackson Academy is contingent on the students' and parents' agreement to Andrew Jackson Academy's right as stated above.

Cutting Classes

The philosophy of Andrew Jackson Academy concerning students, who do not come to school without parents' knowledge, is that it is the responsibility of the parents and students for school attendance. Therefore, when any student fails to report to school and the school is aware that she/he is cutting, the parents will simply be notified by the school officials. The student will receive zero (0) for all the work missed if make-up work is not attempted.

Once a student reports to school, he/she then becomes the responsibility of the school. If he/she leaves school or cuts class, the student and his parent or guardian must have a conference with the Head of School before returning to school. The student will be subject to disciplinary action.

Use of Cell Phones and other Communication Devices

We are living in an age of technology with devices that can do almost anything. Due to this, we find it necessary to implement some rules and regulations governing their use. Students are allowed to bring them on school property, but they are to be turned into their homeroom teacher upon arrival. If a teacher or staff member sees or hears a device, it will be confiscated and sent to the office. The device may be picked up at the end of the day and the punishment under the Student Code of Conduct will be followed. Any teacher may request that a student remove a smart watch if he/she deems necessary.

Any questions concerning this policy may be directed to the school administrator or a Board Member.

Dress Code

Students will show pride and moral consideration for themselves and their school by having their dress and appearance in accordance with acceptable standard.

Extreme styles of dress and grooming will be discouraged. For safety and health, shoes will be worn at all times. We encourage the wearing of athletic style shoes for safety and playing on the playground and PE classes. Boys will wear a shirt at all times. Kindergartens through 3rd grade students are allowed to wear reasonable shorts. All other students may wear conservative “walking” shorts. Miniskirts, tank tops, halter-tops or other revealing tops and/or dresses are **not permitted**. If students abuse these rules, disciplinary action will be taken and the privilege of wearing shorts will be taken away from that student for the remainder of the school year.

1. Shirts must be past the waistline. No midriffs showing at any time.
2. No garment (miniskirts, dresses, skirts, and shorts) allowed unless they fall within the 5” above the middle of the kneecap rule (4th – 12th grade).
3. Pants should fit reasonable - - **not too tight and not too loose**.
4. No extreme body piercing.
5. No sleeveless tops, blouses, dresses or shorts. No muscle shirts.
6. No scoop or low cut tops, blouses, dresses or shirts.
7. No paper shorts, bathing suits, pajama pants, “fishnet hose”, converted bathing suits or basketball uniform style shorts and tops.
8. No head gear allowed in the building during school hours or on campus/field trips.
9. No offensive or suggestive writing on shirts.
10. Advertising of tobacco products or alcoholic beverages on clothing is prohibited.
11. Belts should be worn with pants and kept at the waistline.
12. Hairstyles and facial hair should be kept clean and neat. Dreadlocks are not allowed.
13. Any holes in pants must come below fingertips (stand straight, put your arms by your sides; if holes are above your fingertips, they are not allowed).
14. These are common guidelines; any other disruption or infractions will be reviewed and amended as needed.

A student who abuses the dress code as stated above, by exhibiting poor taste, will be sent home to change clothes after calling his/her parents. If the violation continues, it becomes a disciplinary problem and will be handled as such according to disciplinary procedures.

Note: Cheerleaders **WILL NOT** be allowed to wear their uniforms during school time.

Prom Attire Requirement

The Junior/Senior Prom is a formal occasion, and all male students/dates will be required to wear a full tuxedo. Female students/dates must also wear formal attire.

All male adult attendees to the prom will be required to wear a coat, dress shirt and tie. This does not mean a casual shirt and pants/jeans.

Conferences

Parent-teacher conferences are encouraged. Parents and teachers are asked to request these conferences after school hours. Arrangements should be made at least one (1) day in advance.

If a parent wishes to meet with the Board of Directors, he/she must present a written statement to the Head of School or Board Chairman. If approved by the Board, the parent will be allowed to speak at the next month's meeting or in a timely manner after the Board's review of the request.

Extra Help Periods

Conscientious students who want extra help may request special instruction after school. The request must be made in advance. Teachers want to give extra help to a student who need assistance; however, no teacher is expected to stay and give extra help to a student who is inattentive, does not bring his homework to class or who wastes his regular school time. Parents are responsible for transportation for students who stay after school.

Solicitation of Funds

1. All class projects must be approved through the office.
2. No solicitation of funds for whatever purpose may be made at anytime, anywhere on the Andrew Jackson Campus without the Administration's consent.
3. Only Juniors, Seniors and clubs/sports teams approved through the office or Booster Club may be allowed to raise money.

Students Driving Automobiles

The driving of automobiles to and from Andrew Jackson Academy by students is privilege and not a right. It is also a grave responsibility. Students abusing this right, forfeit it. Drives on campus must proceed with the utmost caution at all times. Students driving cars to school should proceed directly to the designated parking area. **Students MAY NOT for any reason LOITER in parked cars after arrival in the student parking lot.** All parked cars are to be locked. The student parking lot is **OFF BOUNDS** during school hours. Only the office staff may give permission to go to the parking lot during school hours. Use school roads when entering or leaving the school grounds. Please be respectful of others when entering the school campus and turn music down. Do not drive straight out onto the highway or drive straight into the parking lot from the highway.

Waiver of Right to Privacy of Student Records

Unless specifically requested, it is not customary for schools to transfer to other schools' notations or records pertaining to discipline. However, a waiver must be signed in the office for permission to do so.

Emergency Care

Parents are hereby notified that Andrew Jackson Academy does not have a school nurse or infirmary and is therefore unable to provide any professional medical treatment to ill or injured students.

The procedure for caring for sick or injured students is as follows:

1. The teacher will remain with the injured student (if he/she is unable to be moved) and send for the Head of School or a member of the Office Staff.
2. If a student can be moved, he/she will be brought to her/her class or taken to the office immediately.
3. The Head of School and/or a member of the Office Staff will determine the procedure from this point.
4. The Administration and/or a teacher will contact the parents if it is deemed necessary. If it appears that non-professional care will remedy the situation, this will be provided (Band-Aid's, etc.)
5. The responsibility for getting the student home must be assumed by the parents.
6. If contact with the home cannot be established immediately when a serious accident occurs or when a student becomes alarmingly ill, medical services will be summoned or an ambulance will be called to take the student to the nearest hospital or doctor available.
7. All students must have a signed Medical Record on file in the school office.

Student Accident Insurance

Every student at Andrew Jackson Academy will be covered by accidental insurance and will be covered for sports activities, practice, travel to and from school for sponsored events, etc. When an accident occurs, report it to the office so that forms can be filled out and sent home to the parents to be completed and sent to the insurance company. Catastrophic Supplement Insurance will cover every student at Andrew Jackson Academy. Forms can be secured from the school office when claims exceed \$25,000.00.

Memorial Fund

Memorials can increase funds for Andrew Jackson Academy and help financially to increase the quality of education. When you have an occasion to remember someone special, why not do it with a contribution to Andrew Jackson Academy - - this way your thoughtfulness continues to support our every effort for an excellent education facility. A not will be sent to the family notifying them of the donation.

Special Awards

Each year a senior boy and girl are selected for the Ben Fender Award and Allison Carter Award respectively. The selections are based on academics (minimum GPA of 80), citizenship, and athletics (participated in two (2) sports for at least two and one-half years (2 ½) and never quit once started.

A committee of the Head of School (chair), Athletic Director and the varsity coaches make the selection, which is announced annually at Graduation.

Emergency Procedures

Andrew Jackson Academy has the following emergency procedures in place: Fire, Bomb Threat, Explosion, Tornado or Severe Thunderstorm, Hazardous Materials Event, Earthquake, Utility Emergency, Unwanted Intruder, Student Possession of Weapon, Death or Serious Injury on Campus and Hostage Situation.

Medical Permission Slip

Students taking any kind of prescription medication must bring to school a permission slip signed by their parents or by a qualified physician identifying the medication and its purpose. Upper school students must turn in such permission slips and medication to the Office Staff immediately upon their arrival at school. The slips will be kept on file and the medication kept in the office and dispensed according to the directions on the permission slip. Lower school students must turn in such permission slips and medication to their homeroom teacher, who will keep their permission slip in a separate folder and dispense medications according to the directions on the permission slip.

The Administration will not dispense any medication except as outlined above. The school reserves the right to have any medication of any sort that is brought to school by an Andrew Jackson student analyzed for chemical content. All students will immediately surrender a portion or all of any substance they have on their person, property or automobile to any teacher or Administrator if requested to do so.

Medical Permission Slip

Student _____

Date _____

Nature of Illness _____

Kind of Medication _____

Dosage _____

How long to be taken _____

Comments _____

Parent Signature _____

Date _____

Tardy Slip

Dear Parents,

Your son/daughter has had three unexcused tardies for this semester. Per our Handbook, he/she will have Friday school. Friday school will be held on the following date:

The student and parents will be responsible for transportation to and from school. Failure to attend will result in a more serious punishment. If there are any questions about this action, please call the Head of School.

Sincerely,

Jamee Barnes
Head of School

Parent Signature: _____

Please return this form to the office.

Parent Consent

Please read, sign and return to your homeroom teacher by September 1, 2022

I have read and agree to the rules and policies as stated in the 2022-2023 Andrew Jackson Academy Student-Parent Handbook.

Student's Signature Date

Student's Signature Date

Student's Signature Date

Student's Signature Date

Parent's Signature Date

Parent's Signature Date

You may use one form per family.