



**2024 - 2025**

**Student and Parent Handbook**

## 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

Mailing Address:

PO Box 98

Ehrhardt, SC 29081

Shipping Address:

7054 Broxton Bridge Road

Bamberg, SC 29003

(803) 245-4810 phone

(803) 245-5460 fax

Team Name: Warriors

Team Colors: Red, White and Black

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## 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 of honor as the years go by.

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*Andrew Jackson was established in 1971.*

**Head of School**

Gill Hackney

[gillhackney@andrewjackson.school](mailto:gillhackney@andrewjackson.school)

(803) 793-4160

**Assistant Head of School**

Susan Kinsey

[susankinsey@andrewjackson.school](mailto:susankinsey@andrewjackson.school)

(803) 671-1438

**Athletic Director**

Josh Barnes

(803) 942-3902

**Board of Directors**

Jay Walling, Chairman of the Board

Clint Carter

Bill Johnson

Kayla Moore

Julie Sease

Scott Ulmer

## **Andrew Jackson Academy Mission and Vision Statement**

Our mission is to provide high quality education and childcare in a safe, respectful and ethical environment that builds a foundation for life-long learning. We want to educate the whole child spiritually, academically, athletically and socially to achieve their full potential.

### **Admission Policy**

Students who are applying for admission may meet with the Head of School or their designee. K3 students must be 3 by September 1, 2024; K4 students must be 4 by September 1, 2024 and K5 students must be 5 by September 1, 2024. No exceptions will be made to this standard.

For students applying for grades 1 through 6, they must take an entrance test. Determination of acceptance will be based on the score of this test.

For students applying for grades 7 - 12, they must have a GPA of at least 2.5. This is determined by their transcript from their previous school.

An updated immunization record, a copy of the student's birth certificate and social security number must be on hand at the school before the first day of school.

Students who are applying must have a clean disciplinary and attendance record. This is subject for review by the Head of School or their designee.

If a new student transfers in after the first 9-weeks of school, the student must get approval from the Board along with meeting the above requirements.

**Office Staff**

Administrative Assistant

Penni Crider  
1335 Pierce Road  
Bamberg, SC 29003  
(803) 245-1423

Guidance

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

**Parent Teacher Organization**

President

Ashley Berry

Vice-President

**Booster Club**

President

Jana Chassereau

Vice-President

Kayla Moore

Secretary/Treasurer

Kip Terry

**Faculty**  
2024-2025 Academic Year

<u>Grade</u>	<u>Teacher</u>	<u>Phone</u>	<u>E-Mail</u>
K-3	Allyn Anne Terry	843-898-1119	allynanneterry@andrewjackson.school
K-4	Ashleigh Trivette	205-514-2628	ashleightrivette@andrewjackson.school
K-5	Joy Hiers	843-599-0055	joyhiers33@gmail.com
1st	Michelle Hughes	803-707-0683	firstgradeaja@gmail.com
2nd	Pam Hiers	803-707-6570	pamhiers@andrewjackson.school
3rd	Belinda Jones	843-866-3466	belindajones@andrewjackson.school
4th	Jess Mathys	916-718-1230	jessmathys@andrewjackson.school
5th	Robin Grice	803-378-1193	mathmatters456@gmail.com
6th	April McMillan	843-893-6304	aprilmcmillan@andrewjackson.school
7th	Jana Chassereau	803-378-0710	janachassereau@andrewjackson.school
8th	Ashley Berry	803-707-8243	ashleyberry@andrewjackson.school
9th	Celeste Mixson	843-866-3418	celestemixson@andrewjackson.school
10th	Amy Polk	843-599-9358	polka@andrewjackson.school
11th	Marsha Hughes	803-378-1200	mfhhsc@yahoo.com
12th	Paula Kirkland	803-308-3492	pkirksprague@gmail.com
Science	Dr. Joni Jordan	864-346-4603	jordanj@andrewjackson.school
Math	Gretchen Blakeney	803-686-1681	<a href="mailto:gretchenblakeney@andrewjackson.school">gretchenblakeney@andrewjackson.school</a>
Music/Art	Joyce Grimes	843-844-2793	<a href="mailto:edisto2cat@gmail.com">edisto2cat@gmail.com</a>
Spanish	Tracy Trivette	803-824-9566	tracytrivette@andrewjackson.school
Librarian	Vonna Bennett	803-943-9404	vsb53@yahoo.com
Lunchroom	Leisa McCormick	803-824-9521	
Resource	Diana Saitz	803-300-3888	diana.varn@yahoo.com
Custodian	Amanda Lyons	843-908-3220	

**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 2:55

1st – 3rd grade dismissal at 2:55

4th – 6th grade dismissal at 2:55

7th – 12th grade dismissal at 3:05

Children should immediately go to their car at dismissal. They will not be allowed to play in front of the school after dismissal.

If your student has a sibling he/she is riding with in the high school, he/she must wait in his/her classroom until the 3:05 bell. He/She is not to go into the gym or lunchroom to wait. There are no adults in this area so AJA is not responsible for the students. If your student has a sibling that is practicing after school, he/she must sit in the lunchroom. Please note, these students are not supervised.



## 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 tuition, 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.

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.

Book fees will be \$200.00 per student. The Building Fund is \$100.00 per year for five years, totaling \$500.00 and will be paid by all families entering Andrew Jackson Academy. Technology fee is \$100 per student in grades 1st through 12.

### **Annual Tuition: (Grades K5 - 12)**

\$4,100 / year (One Child)

\$7,900 / year (Two Children)

\$9,900 / year (Three Children)

The fourth or more students are \$1,000 each. The student will still be responsible for all fees and class dues.

**PreSchool (K-3 and K-4) Tuition:** \$3,500.00 per year

### **Policy for Tuition Payments:**

The following rules will apply concerning tuition payments:

1. Tuition is due by the fifteenth (15th) of the month.
2. If tuition is not paid after the first month, there will be a \$25 late fee.
3. If tuition is not paid for two months, a \$100 late fee will be imposed.
4. If tuition is not paid for three months, a meeting will be held with the parents and Head of School.
5. A \$30.00 fee will be charged for all returned checks.
6. All tuition/fees/monies owed must be paid in full from the previous year in order for athletes to participate in summer practices or any athletic event.

7. 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 expenses (i.e. tuition, lunch, books, fundraisers, PTO, Booster Club, etc.) Penalties will revert to the original due date when the check has been returned for NSF.

### **Class Dues**

Class dues are required for Grades 7 through 11. 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 independent schools stopped sponsoring senior trips years ago. Therefore, we will only raise money for the senior play and graduation expenses.

### **Lunch Charges**

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 \$20.00 so the account can be replenished. Canteen stops between classes are prohibited except for getting water only. Students are not allowed in the canteen area.

### **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. We will be re-accredited in February of 2025.

### **Testing**

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

## 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 7 through 10 will be expected to take at least six courses each academic year. Students in grades 11 and 12 are eligible for Dual Credit courses. Their course load is based upon needed courses for graduation.

Students will be given until the first progress report to change a course from honors to non-honors and vice-versa. The approval of the teacher and the Head of School are required to make this change.

## Requirements for Promotion

In the case of students who fail one or more subjects, promotion from grades 1 through 11 will be determined by satisfactory summer instruction at parents' expense and at an accredited institution. Summer instruction must be suitable in length and scope to the satisfaction of the Head of School.

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

### Eighth Grade

- \_\_\_\_\_ Pre-Algebra
- \_\_\_\_\_ Physical Education
- \_\_\_\_\_ Algebra I - Honors

### Freshman

- \_\_\_\_\_ English I
- \_\_\_\_\_ Composition
- \_\_\_\_\_ Geography
- \_\_\_\_\_ Algebra
- \_\_\_\_\_ Physical Science
- \_\_\_\_\_ Computer I
- \_\_\_\_\_ Geometry

### Sophomore

- \_\_\_\_\_ English II
- \_\_\_\_\_ Geometry
- \_\_\_\_\_ Biology

### Junior

- \_\_\_\_\_ English III
- \_\_\_\_\_ Humanities
- \_\_\_\_\_ U.S. History
- \_\_\_\_\_ Algebra II
- \_\_\_\_\_ Physical Science
- \_\_\_\_\_ Computer II
- \_\_\_\_\_ Accounting
- \_\_\_\_\_ Environmental Science
- \_\_\_\_\_ Chemistry
- \_\_\_\_\_ Trig/Algebra III
- \_\_\_\_\_ Spanish II
- \_\_\_\_\_ Dual Courses

### Senior

- \_\_\_\_\_ English IV
- \_\_\_\_\_ American Govt/Economics
- \_\_\_\_\_ Spanish III



Electives are based on student necessity and instructor availability.

College prep includes honor classes in English, Math and Science.

### **General Curriculum**

English (I, II, III, IV) .....	4 credits
Math (Algebra I, II, Pre-Calculus, Geometry, Business Math).....	3 credits
Science (Biology, Chemistry, Physics, Physical Science or Environmental Science.....	3 credits
History (US History, World History, American Gov., Economics, Geography).....	3 credits
Electives .....	9 credits
Physical Education .....	1 credit
Computer Technology.....	1 credits
Total .....	24 credits

### **Dual Credit Courses**

USC Salk or Denmark Technical College

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 the University of South Carolina at Salkehatchie. 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, students in grades 10-12 must do the following:

1. Parental permission is required for students to sign up for dual credit course.
2. Students must have a 3.0 GPA.
3. Receive permission from the teacher who teaches that subject/subject area and Head of School.
4. 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. If students take two courses there is no charge to the student. If the student elects to only take one course, there is a fee to the college which is the responsibility of the parents. This is in addition to Andrew Jackson Academy’s tuition.

AJA owned Chromebooks will not be allowed to be taken home by any student. Dual credit students will have to purchase their own computer.

**Dual credit students will stay with their class during the day. They will sit in the back of the class and do their college work.**

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.

10 Point Grading Scale				
South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/DUAL CREDIT WEIGHTING
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

## 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 Disorder

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 and the Head of School 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.

### **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**

#### **Honor Classes**

To qualify for an honors class, students must have an 87 average and teacher recommendation. Students can move from honors to non-honors or vice versa up until the first quarter progress report.

### Graduation Honors

Marshals for Senior Graduation shall be chosen from the Junior Class. To obtain the honor of being a marshal, one must complete four consecutive 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 4.0 cumulative average.

A senior will be allowed to march in Graduation and Baccalaureate but will not receive a diploma in the diploma case 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.

In order to be a member of the Senior Beta club, students must take at least 2 honors classes and have a 4.0 cumulative average.

### College Visits

Students in grades 11 and 12 are allowed 2 days for college visits that are excused days. All other students are not excused.

### **Eligibility for Athletics**

- A. In order to participate in athletic activities of the South Carolina Independent School Association, a student must be enrolled in and attending the member school in order to participate in that school's athletic program. The student must also meet all other necessary requirements for participation.
- B. A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. A student who is repeating a course for which he/she has previously received credit cannot count this course as one required for eligibility.
- C. First Semester Academic Eligibility: A student must have earned a minimum of 4 core units or any 5 units of credit from the previous school year to be declared eligible for the First Semester (Fall) of a school year. - Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st Semester. - Block Schedule: At least two units must have been passed during the second semester or summer school. (Example: a student who earned 4 units for the first semester but withdrew/dropped-out the 2nd semester shall be declared ineligible for the First Semester).
- D. Dual Credit Courses are treated as one half of a carnige unit only for athletic eligibility.
- E. 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.
- F. A student must have passed the previous school year to be eligible for athletic participation in the first grading period.
- G. A student who repeats a grade below the ninth grade after having passed that grade would not be eligible during the year that is repeated. A waiver may be considered following the presentation of appropriate academic documentation detailing the school's recommendation for repeating the grade. Note: a student cannot use a course that he/she has previously received credit for current athletic eligibility.
- H. All students must comply with the age requirements and grade level restrictions for each level of competition.

### **Sports Code of Conduct**

Andrew Jackson Academy supports the SCISAA Code of Conduct. Consult SCISA 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. All athletes must have a physical form filled out to participate in sports. The physical is good for one year.

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. A grandparent add-on is available for Super Booster members for an additional cost of \$100. This card is not valid for playoffs and tournament games.

### Attendance

One of the most important factors in achieving academic excellence is attendance. 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.

A student shall have no more than 10 unexcused absences and 10 excused for the year. For an absence to be excused, students must have **written documentation signed by a physician or a parent**. In case of an extended illness, parents must contact the Head of School.

After a total of 20 unexcused and excused absences, zero (0) credits will be earned for that course.

After 5 unexcused absences, a parent/Head of School conference will be held.

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.

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 unexcused times or they will have to take the exam. Therefore, it is very important that valid excuses are presented for early dismissals and later arrivals as well as “all day absences.”

Students with absences will be allowed to make up work within one week of return to school. 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.

Students may not leave school and return to campus the same day without a doctor's excuse dated that day (i.e. lunch, hair appointment, etc.).

### **Tardies**

Students are expected to be early or on time for each scheduled class. Students will be tardy if they arrive after 8:00 A.M. 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 parent/guardian must sign the student in with the office upon arrival. If a student is a driver, he or she must go to the front office to sign in.

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).

### **Exams**

Attendance during exams is most important! 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 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 receive more than 10 tardies will lose this privilege for that class.

### **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 may not participate in any school function 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.

*Parents will be notified regarding all offenses*

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

#### 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 a 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.

### **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 must turn phone into the office every morning

#### 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 with zeros for missed work

#### Dress Code Violation (see Dress Code Section)

All referrals - The student will not be allowed to go to class. Student must have appropriate clothing brought to school. Parent will be notified if student continues to wear inappropriate attire. If someone cannot bring appropriate clothing to school, the student will go to ISS for the remainder of the day.

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

**LEVEL II OFFENSES**

**Smoking/Possession of Vaping/Tobacco Products/Contraband**

- 1st referral - 1 day OSS
- 2nd referral - 2 days OSS
- 3rd referral - Expulsion Review

**Inappropriate Touching (including but not limited to “pantsing”, grabbing each other, etc.)**

- 1st referral - 1 day OSS
- 2nd referral - 2 days OSS and parent conference
- 3rd referral - Expulsion Review

**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

Vandalism- (Under \$500)

1st referral - 1 day ISS; full restitution and community service (work at the school)

2nd referral - 3 days OSS; full restitution and possible expulsion

3rd and subsequent referrals - 3 days OSS; full restitution; and recommendation for expulsion

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 (including but not limited to: brick, bat, mace, taser, brass-knuckles)  
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 one year from that date. After a year of negative tests, monthly testing will be discontinued and their name will be returned to the random drawing.  
2nd referral - recommended for 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

### **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 be recommended for expulsion:

Arson  
Bomb  
Threat  
Explosive Devices  
False Fire Alarm  
Selling of Illegal Substance  
Possession of Weapon (including but not limited to knives, firearms)

Vandalism (over \$500)  
Threatening Staff (Explicit)  
Indecent Exposure  
Sexual Misconduct  
Verbal Abuse/Aggressive Behavior to Staff/Faculty/Coaches

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. If necessary, the student will be given a drug test. 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 for one year from that date at the expense of the parents. Any subsequent positive test will result in expulsion.

### **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**

1. When moving in the halls, keep to the right of the hallway.
2. Put trash in trash containers inside and outside of the building.
3. Keep your voice low in the halls and lunchroom area.
4. Written permission from a parent or guardian is required for students to leave school for special class outings or class trips.

5. No student is to use the office telephone or other telephones without prior permission from the Administration.
6. Any person wishing to contact a student during class must enter through the front door and receive permission from the Administration.
7. Students are not to have any visitors at school anytime during the day or recess.
8. Public display of affection between boys and girls on the campus of Andrew Jackson Academy is not appropriate. This includes all school functions.
9. 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.
10. 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. Chromebooks will be used for school related activities only. If the teacher is not utilizing the device for school work, it may not be out in the classroom.
11. School officials 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.
12. Written permission from parents/guardians 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.
13. All visitors must report to the office before proceeding into school.
14. Ear buds may only be worn in class during an assignment with teacher permission.

### **Bullying Policy**

Andrew Jackson Academy will not tolerate bullying. Bullying is defined by [stopbullying.gov](http://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 Conduct 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.

### **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 event 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, substances 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 based upon the Student Code of Conduct.

### **Use of Cell Phones/Smart Watches 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 cell phones and/or smart watches 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.

### **Dress Code**

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

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. All garments (miniskirts, dresses, skirts, and shorts) should be below your fingertip or have a 7" inseam for males or females (3rd – 12th grade). No cheer shorts. This includes all school functions on campus and off campus.
3. Pants should fit reasonably - - not too tight and not too loose. Leggings may be worn with a shirt that covers private areas completely.
4. No extreme body piercing. Only piercing in the ears and a small stud in the nose is allowed.
5. No muscle shirts for boys; no spaghetti straps; straps must be 3 fingers wide for girls.
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 tops.
8. No headgear (hat, hoodies, bandanas, etc.) is allowed in the building including the gym 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. Hairstyles and facial hair should be kept clean and neat.
12. 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**).
13. No bedroom shoes allowed (soft sole); hard sole shoes are allowed.
14. These are common guidelines; any other disruption or infractions will be reviewed and amended as needed.

Student must have appropriate clothing brought to school. Parent will be notified if student continues to wear inappropriate attire. If someone cannot bring appropriate clothing to school, the student will go to ISS for the remainder of the day. 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 we understand dress attire is different. Female students/dates may be allowed to wear spaghetti straps or strapless only for this occasion. 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. For middle school prom attendees, dresses must be below fingertips and follow all other rules for Junior/Senior Prom.

### **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 make a request to the Head of School or their Board representative.

### **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 any time, 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 a privilege and not a right. It is also a grave responsibility. Students abusing this right, forfeit it. Drivers 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.
- Students must park in an orderly fashion. Do not park sideways, backwards, etc.

### **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 note 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.

The Marshall Kirkland Award is given annually to a “friend” of Andrew Jackson. This is awarded 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.

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**Medical Permission Slip**

Student \_\_\_\_\_

Date \_\_\_\_\_

Nature of Illness \_\_\_\_\_

Kind of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

How long to be taken \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please return this form to the office.*

**Parent Consent**

**Please read, sign and return to your homeroom teacher by August 22, 2024**

I have read and agree to the rules and policies as stated in the 2024-2025 Andrew Jackson Academy Student-Parent Handbook.

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Student's Signature Date

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Student's Signature Date

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Student's Signature Date

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Student's Signature Date

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Parent's Signature Date

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Parent's Signature Date

*You may use one form per family.*