



2025 - 2026

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. Our faculty, staff and students will conduct themselves in a manner consistent with his or her God-created gender. It is our belief that God created us all perfect in His eyes.

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

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.

Andrew Jackson was established in 1971.

Head of School

Gill Hackney

gillhackney@andrewjackson.school

(803) 793-4160

Assistant Head of School

Michelle Hughes

michellehughes@andrewjackson.school

(803) 707-0683

Athletic Director

Andy Palmer

andypalmer@andrewjackson.school

(803) 290-9609

Board of Directors

Daniel Bessinger

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 and prepares students for post secondary education. 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, 2025; K4 students must be 4 by September 1, 2025 and K5 students must be 5 by September 1, 2025. 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
2025-2026 Academic Year

<u>Grade</u>	<u>Teacher</u>	<u>Phone</u>	<u>E-Mail</u>
K-3	Danielle Tuten	803-942-4086	danielletuten@andrewjackson.school
K-4	Ashlyn Peters	843-909-0295	ashlynpeters@andrewjackson.school
K-5	Joy Hiers	843-599-0055	joyhiers33@gmail.com
1st	Ashleigh Trivette	205-514-2628	ashleightrivette@andrewjackson.school
2nd	Angelia Carson	803-664-1620	angeliacarson@andrewjackson.school
3rd	Kayla Hiers	843-908-9985	kaylahiers@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	mfnsc@yahoo.com
12th	Paula Kirkland	803-308-3492	paulakirkland@andrewjackson.school
Science	Dr. Joni Jordan	864-346-4603	jordanj@andrewjackson.school
Math	Gretchen Blakeney	803-686-1681	gretchenblakeney@andrewjackson.school
Librarian	Vonna Bennett	803-943-9404	vsb53@yahoo.com
Lunchroom	Lesia McCormick	803-824-9521	
Custodian	Amanda Lyons	843-908-3220	maalyons@lowcountry.com
PE/Coach	Andy Palmer	803-290-9609	andypalmer@andrewjackson.school

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 - 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.

If you were approved for the Education Scholarship Trust Fund, you will receive an invoice quarterly to upload to ClassWallet.

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	\$10.00 per month for 10 months (\$100.00)

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 met. In February of 2025, 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 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.

English 101, English 102, Math 111 and Math 112 are not available for a student to take until their senior year. This is due to Salk's class requirements.

Students will be given until the first progress report to change a course. 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.

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
Honors Path

You must take at least two honors courses to qualify for College Prep

English (I, II, III, IV).....	4 credits
Math (Algebra I, II, Pre-Calculus, Geometry)	4 credits
Science (Biology, Chemistry, Physics, Physical Science)*.....	4 credits
History (US History, World History, American Gov., Economics, Geography).....	4 credits
Foreign Language.....	2 credits
Electives	4 credit
Physical Education.....	1 credit
Computer Technology.....	1 credits
Total	24 credits

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

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.

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. Summer school classes will not be considered dual credit.

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.

English

American Literature
Composition
English 9
English 10
English 11
English 12
English Literature
Vocabulary

Social Science

Geography
Government/Economics
Psychology
U.S. History
World History

Additional Core Course

French 1
French 2
Spanish 1
Spanish 2
Spanish 3

Mathematics

Algebra I (Level 1)
Algebra II (Level 2)
Geometry (Level 2)
Pre-Calculus (Level 1)

Natural/Physical Science

Biology (Lab)
Chemistry (Lab)
Physical Science (Lab)
Physics (Lab)

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 or teacher recommendation. Students can move classes 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 Carnegie 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.
 - I. If a Student Athlete quits a team or is dismissed from a team for any reason, the student will not be able to participate in another sport (ensuing season) until the previous season (to include playoffs) has been completed. The student will be required to appear before the Athletic Council before beginning the next season. Reference the AJA Warrior Athletics Handbook.

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 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.

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
- Students in ISS are not allowed to participate in any after school activities including all sports (games and/or practices).

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 (games and/or practices).

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 parent conference

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/Inappropriate Behavior/Horsing Around

1st referral - 1 day ISS

2nd referral - 2 days ISS

3rd and subsequent referrals - 1 day OSS

Profanity to Student/Obscene Gestures/Offensive Language

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 ISS, complete online vaping dangers course while in ISS

2nd referral - 1 day ISS, 1 day OSS, write an MLA paper on dangers of vaping

3rd referral - Expulsion review and parent meeting

Inappropriate Touching (including but not limited to “panting”, 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 and parent notification

2nd referral - 1 day OSS and parent notification

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

Any Level II or III offense could result in the notification of law enforcement.

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.

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.
7. Any person wishing to contact a student during class must enter through the front door and receive permission from the Administration.
8. Students are not to have any visitors at school anytime during the day or recess.
9. Public display of affection between boys and girls on the campus of Andrew Jackson Academy is not appropriate. This includes all school functions.
10. 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.
11. Chrome books are given to high school students in class. 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.

12. 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.
13. 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.
14. All visitors must report to the office before proceeding into school.
15. Ear buds may only be worn in class during an assignment with teacher permission.

Bullying Policy

Andrew Jackson Academy believes that all students have the right to a safe and healthy school environment. We have an obligation to promote mutual respect, safety, and considerate behavior among the students, faculty, staff and volunteers. Faculty members or students shall not bully or intimidate any student through words or actions. Such behavior includes but is not limited to direct physical contact, verbal assaults, and social isolation and/or manipulation repeatedly.

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.

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. 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 and 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 for girls. No piercing for boys.
5. No muscle shirts for boys.
6. No scoop or low cut tops, blouses, dresses or shirts; no spaghetti straps; no tank tops or crop tops for girls.
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 4.0), 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.

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 21, 2025

I have read and agree to the rules and policies as stated in the 2025-2026 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.