

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 anytime, 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 Principal 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 school year. Please read this book in its entirety. Familiarity with the contents of this book will eliminate much uncertainty and answer most of your questions. We wish for each of you a happy and successful year.

The Administration

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

Andrew Jackson Academy

ANDREW JACKSON ACADEMY
7054 BROXTON BRIDGE ROAD
EHRHARDT SC 29081

TELEPHONE: (803) 245-4810
FAX: (803) 245-5460

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 Academy was established in 1971.”

HEAD OF SCHOOL

Jamee Barnes
753 Cabbage Road
Ehrhardt S.C. 29081
803-267-8019

ATHLETIC DIRECTOR

Jason Peek
Phone: 803-707-7798

BOARD OF DIRECTORS

Monica Beard

Michael Chassereau

John Paul Jones
Secretary

Henry Scharber

Jay Walling
Chairman

OFFICE STAFF

ADMINISTRATIVE ASSISTANT

Penni Crider
1335 Pierce Road
Bamberg SC 29003
803-383-1279

CANTEEN MANAGER

Lesia McCormick
P. O. Box 425
Ehrhardt, SC 29081
803-824-9521

PARENT TEACHER ORGANIZATION

PRESIDENT

Ashley Reed

VICE PRESIDENT

SECRETARY

TREASURER

BOOSTER CLUB OFFICERS

PRESIDENT

Jana Chassereau

VICE PRESIDENT

Sally Fickling

SECRETARY

Brandy Loadholt

TREASURER

Marc Loadholt

PUBLIC RELATIONS

Kayla Moore

FACULTY
2021 - 2022 ACADEMIC YEAR

K 3	Kayla Hiers	843-908-9985	kaylahiers31@gmail.com
K 4	Angelia Carson	803-664-1620	angeliacarson74@gmail.com
K 5	Joy Hiers	843-599-0055	joyhiers33@gmail.com
1 st Grade	Michelle Hughes	803-707-0683	firstgradeaja@gmail.com
2 nd Grade	Pam Hiers	803-707-6570	pamhiers@andrewjackson.school
3 rd Grade	Cindy Sandifer	803-259-6781	cindysandifer@andrewjackson.school
4 th Grade	Joyce Grimes	843-844-2793	edisto2cat@gmail.com
5 th Grade	Robin Grice	803-378-1193	mathmatters456@gmail.com
6 th Grade	April McMillan	843-893-6304	aprlmcmillan@andrewjackson.school
7 th Grade	Brandy Loadholt	803-671-2340	brandyloadholt@andrewjackson.school
8 th Grade	Gill Hackney	803-793-4160	gillhackney@andrewjackson.school
9 th Grade	Jana Chassereau	803-378-0710	janachassereau@andrewjackson.school
10 th Grade	Amy Polk	843-599-9358	polka@andrewjackson.school
11 th Grade	Marsha Hughes	803-267-6531	mfhsc@yahoo.com
12 th Grade	Paula Kirkland	803-267-6310	pkirksprague@gmail.com
Science	Dr. Joni Jordan	864-346-4803	jordanj@andrewjackson.school
Spanish	Obed Ortiz	803-709-1109	obedortiz@andrewjackson.school
Librarian	Vonna Bennett	803-943-9404	vsb53@yahoo.com
Guidance	Susan Kinsey	803-671-1438	susankinsey@andrewjackson.school
PE	Jon Schaffer	803-942-1685	jonschaffer@yahoo.com
Resource	Diana Saitz	803-300-3888	diana.varn@yahoo.com

DAILY TIME SCHEDULE
MASTER SCHEDULE

8:00 – 8:10	Home Room
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
11:40 – 12:15	Grammar School Lunch
12:25 – 12:55	High School Lunch
12:57 – 2:00	Fifth Period
2:02 – 3:05	Sixth Period

EXAM SCHEDULE

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

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

TUITION AND FINANCES

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

1. The Board Policy is as follows: "For students to continue their studies in school, and to take final examinations and receive 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 fundraisers and requests for help and money. Unfortunately, that is the price we pay for our children to attend school without fear of intimidation, to learn in small groups, to develop educationally where they are not just a number, and to be guided by adults who truly care about them.

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

Beginning with the fall semester, the tuition for the 2021 – 2022 school year will be \$ 3,600.00. Kindergarten tuition will be \$ 3,000.00. Book fees will be \$ 200.00 per student. The Building Fund is still \$ 100.00 per year for five years, totaling \$ 500.00 and will be paid by all families entering Andrew Jackson Academy.

ANNUALLY:

One child - \$ 3,600.00

Two children- 6,800.00

Third Child - \$ 1000.00 – Tuition ONLY to youngest child/children

Fourth Child and more – FREE

KINDERGARTEN TUITION: \$ 3,000.00 per year

Payable: \$ 250.00 per month for 12 months or

\$ 300.00 per month for 10 months (August – May)

POLICY FOR TUITION PAYMENTS:

The following rules will apply concerning tuition payments:

1. Tuition is due by the first (1st) of the month.
2. A letter will be sent to families who have not paid by the tenth (10th) of the month.
3. A late fee of \$ 25.00 will be added to accounts not paid by the fifteenth (15th) of the month.
4. If tuition is not paid by the thirtieth (30th) of the month, the child or children will not be allowed to return to school on the first (1st) of the following month.
5. If a student drops out of school, other collection procedures will be followed.
6. A \$ 30.00 fee will be charged for all returned checks.
7. All dues must be paid in full from the previous year in order for athletes to participate in summer practices, or any athletic event.

CLASS DUES:

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

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

CLASS DUES MUST BE CURRENT TO RECEIVE REPORT CARDS EACH GRADING PERIOD.

1. **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 cashiers check, money order, or cash. Returned check fees will remain at \$30.00. This policy is in effect for any school expense (i. e. tuition, lunch, books, fundraisers, PTO and Booster Club functions, etc.) Penalties will revert to original due date when check has been returned for NSF.

2. **Lunch Charges:** The maximum amount allowed to charge in the canteen for lunches/snacks, is \$20.00. Once your child has accrued \$20.00 he/she will no longer be allowed to charge at the canteen.

STATEMENT OF PRINCIPLES

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

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

ACCREDITATION

Andrew Jackson Academy is a member in good standing of the South Carolina Association of Independent Schools, whose high Accreditation Standards it meets. In May of 2017, Andrew Jackson Academy met all qualifications for accreditation.

TESTING

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

KINDERGARTEN REQUIREMENTS

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

COURSE LOAD REQUIREMENTS

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

DROP/ADD POLICY

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

REQUIREMENTS FOR PROMOTION

Kindergarten through Grade 8

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

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

REQUIREMENTS FOR PROMOTION AND GRADUATION

Grades 9 through 12

Early graduation will be allowed if all requirements are met. The student may not march but will be certified as having completed the requirements for graduation. A student in Grades 9 through 12, in order to be promoted to a higher grade, must have the following academic units at the end of the year.

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

*See GENERAL CURRICULUM

GRADING SYSTEM **(Grades 1 through 12)**

- A: 90 – 100 (Excellent)
- B: 80 – 89 (Very Good)
- C: 70 – 79 (Good)
- D: 60 – 69 (Fair)
- F: 59 – 0 (Poor)

HONOR ROLL

Head of School List: All A's
A-B Honor Roll: A – B or Above

CREDITS REQUIRED FOR GRADUATION

College Preparatory: 24 Credits
General Curriculum: 24 Credits

COLLEGE PREPARATORY CURRICULUM

English, (Including Composition), English Literature.....	6 Credits
Math (Algebra I, II, Pre-Calculus, Geometry).....	4 Credits
Science (Biology, Chemistry, Physics, Physical Science)*.....	4 Credits
History (U.S. History, World History, American Government and Economics).....	3 Credits
Foreign Language.....	3 Credits
Electives.....	1 Credit
Physical Education.....	1 Credit
Computers.....	2 Credits
TOTAL.....	24 Credits

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

GENERAL CURRICULUM

English (including Composition), English Literature.....	6 Credits
Math (Math I, Business Math, Pre-Algebra, Algebra I).....	4 Credits
Science (Physical Science, Biology, Chemistry or Physics).....	3 Credits
History (U.S. History, World History, Geography, & American Government and Economics).....	4 Credits
Computers.....	2 Credits
Electives.....	4 Credits
Physical Education.....	1 Credit
TOTAL.....	24 Credits

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

Name: _____ Class: _____ Date: _____

Please indicate the subjects that you wish to take for the 2021– 2022 school year.

COURSES OF STUDY
ANDREW JACKSON ACADEMY
Each student must take at least 6 subjects

FRESHMAN

- _____ English I
- _____ Composition
- _____ Geography
- _____ Algebra
- _____ Physical Science
- _____ Computer I
- _____ Geometry

SOPHOMORES

- _____ English II
- _____ Geometry
- _____ Biology
- _____ Computer II
- _____ World History
- _____ Spanish I*
- _____ Algebra II*
- _____ Accounting

JUNIORS

- _____ English III
- _____ Humanities
- _____ U.S. History
- _____ Algebra II*
- _____ Physical Science
- _____ Computer II
- _____ Accounting
- _____ Environmental Science
- _____ Chemistry*
- _____ Trig/Algebra III
- _____ Dual Credit Courses (O-C Tech)
- _____ Spanish II*

SENIORS

- _____ English IV
- _____ English Literature
- _____ American Govt/Economics
- _____ Spanish III*
- _____ Pre-Calculus*
- _____ Chemistry*
- _____ Environmental Science
- _____ Trig/Algebra III
- _____ Dual Credit Courses
(O-C Tech)

EIGHTH GRADE

- _____ Pre-Algebra
- _____ Physical Education
- _____ Algebra (must qualify)

Some students will be required to take subjects other than those listed to complete requirements for graduation. For entering Freshmen, twenty-four (24) credits will be needed to graduate.

Required Subjects
*Required for College Prep Curriculum

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

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

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

1. Take entrance exam to determine the courses students are qualified to take.
2. Be a Junior or Senior in high school.
3. Have an average of 95 in the subject/subject area the student wishes to take for dual credit.
4. Receive permission from the teacher who teaches that subject/subject area.

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

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

**BASIC MINIMUM REQUIREMENTS FOR AN ACCREDITED SCHOOL
(Revised and Adopted May 2, 1996)**

GENERAL DIPLOMA REQUIREMENTS:

Subject	Units
English	4
Mathematics*	3
Science*	3
Social Studies*	3**
Electives	5
TOTAL	18

*Two units of the same foreign language may be substituted for two of the following three units: One Unit of Science, One Unit of Mathematics, or One Unit of Social Studies.

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

*****COLLEGE PREPARATORY DIPLOMA REQUIREMENTS:**

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

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

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

The AJA Board of Directors voted on August 20, 2001 and decided that the “old” grading system will be used to determine honor students, valedictorian, salutatorian, and marshals at the end of the third grading period.

QUALITY POINT SYSTEM (9-12)

Level I Course

- English I, II, III, IV
- Psychology
- English Literature
- Algebra I
- General Math 1
- Pre-Algebra
- Business Math
- Physical Science
- Biology (LAB)
- American Government/Economics
- World History
- U.S. History
- Geography
- Computer I, II
- Physical Education
- Composition
- Accounting
- Drivers Education (½ credit)
- Bible History (½ credit)

Level II Courses

Honors Math, science, or English

- Chemistry
- Physics
- Spanish I, II, III
- Pre-Cal
- Algebra II
- Geometry
- (Advanced Placement (USC-Salk 11th and 12th grades)
- More courses will be added as interest warrants

Level I
Quality Points

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

Level II
Quality Points

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

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

The grading system on the previous page will be used to determine honor roll and other honors. Andrew Jackson Academy provides an opportunity for an accelerated math curriculum by allowing qualified seventh graders to take pre-algebra and continue as long as they are successful.

To identify the students who qualify, the following rating scale will be used. A minimum of five points must be awarded in each category. Failure to meet this requirement would eliminate that student from qualifying for the program.

A. Standardized Test Results (Math subtest on SAT Nine)

1. 85th – 89th Percentile 5 Points
2. 90th – 94th Percentile 6 Points
3. 95th – 99th Percentile 7 Points

B. Yearly Average in Sixth Grade Math

1. 93 – 94 5 Points
2. 95 – 96 6 Points
3. 97 or Above 7 Points

C. Teacher Rating in Comparison with Other Sixth Grade Students

1. Good 5 Points
2. Excellent 6 Points
3. Superior 7 Points

A total of 16 points must be attained to qualify for the program.

Parents may appeal the decision to the Head of School concerning the accelerated math program.

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 1 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

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)

SOCIAL SCIENCE

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

ADDITIONAL CORE COURSE

French 1
French 2
Spanish 1
Spanish 2
Spanish 3

***GRADING AND PROCEDURAL POLICY FOR SENIORS AND STUDENTS WITH IDENTIFIED LEARNING DISORDERS**

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

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

The Academic Review Committee will make the appropriate assignment and return it to the referring teacher no later than two weeks after the grading period. Until a grade is issued, the students will receive an **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 gym.
4. In assembly, everyone will stand when 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 Monday following the prom.
7. Seniors may leave school for lunch at the discretion of senior sponsor and accompanied by sponsor.

EXAMINATIONS

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

MARRIED STUDENTS OR PARENTHOOD

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

PERMANENT RECORDS

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

STUDENT ACTIVITIES

Student activities are essential to Andrew Jackson Academy's success because they create in the student a sense of belonging and of pride in himself and in the Academy. Therefore, the Administration urges all students to participate enthusiastically in extra-curricular activities. Available activities: Cheerleading, Football, Basketball (boys/girls), Baseball, Softball, and Volleyball.

*More will be available if interest warrants.

OVERNIGHT TRIPS

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

HONORS

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

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.

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

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

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

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

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

ACADEMIC BANQUET

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

ELIGIBILITY FOR ATHLETICS

- A. The requirements established by the South Carolina Independent School Athletic Association read as follows: “A student must take, pass, and receive credit for at least four (4) one credit or subjects or any five (5) one credit courses (courses which have not been previously passed) each 6/9/12 weeks or semester. If a student does not meet this standard, he/she will not be eligible during the next 6/9/12 weeks marking period.” The core courses are English, Math, Science, Social Studies and Foreign Language.
- B. No one will be eligible for cheerleader, volleyball or football practice without a signed student contract for the approaching year.
- C. All athletes will be required to pay an athletic membership fee to participate in any sports. A fee of \$ 50.00 must be paid for athletic participation in any sport. To play sports requires this fee. This fee is due upon enrollment or before participation in sport.

SPORTS CODE OF CONDUCT

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

AJA BOOSTER CLUB

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

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

ATTENDANCE

One of the most important factors in achieving academic excellence is attendance. Therefore; perfect attendance is awarded annually by the Head of School. Students at all grade levels should strive for perfect attendance. Absences are always detrimental to a student’s achievements and students are expected to be in attendance with exceptions being made for illness, family emergencies, educational programs, and school – sponsored events. It is important to note that there is no possible way to substitute for a missed classroom experience. Whenever possible, please make dental and medical appointments after school hours or on Fridays. Students are allowed 5 absences per semester or a total of ten before Friday school begins. Friday school is \$30 per child. Students with 28 absences or more will have summer school.

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

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

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

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

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

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

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

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

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

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

TARDIES

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

When the period begins, students should be in their seats and ready to begin work. 3 times tardy: written up; 6 times: ISS; 9 times: oss and receive 0 for the day.

EXAMS

Attendance during exams is most important! Students will be allowed to make up an exam only in cases of documented illness, death in the family or prior approval by the Head of School.

Students who have missed more than fifteen days will take exams.

SUSPENSIONS

Students are required to conduct themselves at all times and places in a manner that will not be contrary to the best interest of the school. Conduct of the student in any manner, which materially disrupts class work or involves substantial disorder or invasion of the rights of others is a basis for suspension. A student under suspension will receive a **ZERO** (0) in each subject for the day(s) missed – not just tests on that day(s).

INFRACTIONS LEADING TO SUSPENSION

THEFT: Minor thefts or first offenses will be at the discretion of the Head of School. Serious thefts or repeated offenses may result in the expulsion of the student. If the situation merits police notification, it will be done.

PHYSICAL ABUSE OF A STUDENT(S): Fighting or excessive roughness will not be tolerated. Such offenses will result in the following:

- 1st Offense: One-day suspension
- 2nd Offense: Two days suspension
- 3rd Offense: Expulsion

DAMAGE TO SCHOOL PROPERTY: The student will reimburse the school the cost of damages incurred and may be subject to suspension or expulsion. Textbooks and library books are also the property of the school. Take care of them. We expect a certain amount of wear and tear on the books because we certainly want them used, but where there is excessive damage, a charge will be made on them at the end of the school year. Book covers are required on all books.

DEFIANCE OF SCHOOL AUTHORITY: Any student who deliberately defies the authority of any member of the faculty or staff by refusing to obey orders of such personnel will be suspended for one day on the first offense with a parent conference on the day of return. Second offense will result in a recommendation for expulsion.

CHEATING: **Grammar School**
1st Offense: Zero on test
 Parents will be notified by telephone
 Detention one (1) day
2nd Offense: Zero on test

3rd Offense: Parents will be notified by telephone
In-School Suspension one (1) day
Zero on test
Parents will be notified by telephone
Suspension one (1) day and must have Parent/Head of School
Conference before student may return to school

CHEATING: High School

1st Offense: Zero on test
Parents will be notified by telephone
Detention one (1) day

2nd Offense: Zero on test
Parents will be notified by telephone
Detention three (3) days
All honors (Beta Club, Student Council, Honor roles, etc.) will be
stripped
Ineligible to play sports for the remainder of the school year

3rd Offense: Zero on test
Parents will be notified by telephone
Suspension one (1) day and must have Parent/Head of School
Conference before student may return to school
All honors (Beta Club, Student Council, Honor roles, etc.) will be
stripped
Ineligible to play sports for the remainder of the school year

SMOKING: A student caught in possession of or use of tobacco, vaping device in the school building or grounds will automatically receive a two (2) day detention on the first offense. A second offense will receive a three (3) day suspension.

PROFANITY: The Head of School will discipline acts of profanity or abusive language by the student.

FIREWORKS AND GUNS: A student who is found with any type of firearms or fireworks in his possession or in his vehicle or discharges fireworks or firearms on the school ground is subject to a three-day suspension for the first offense and expulsion for the second offense. If warranted, police will be notified.

DRUGS AND ALCOHOL: Students possessing, selling, or consuming any drugs or alcoholic beverages on or off the school grounds or property will be subject to suspension or expulsion.

STUDENTS GRADES 8-12 WILL BE SUBJECT TO RANDOM DRUG TESTS GIVEN MONTHLY. If a student is suspected of being under the influence, when he or she arrives at school, he/she will be taken to the Head of School for questioning and notification of parents. Then, if necessary, will be taken to the local hospital for tests. If a student refuses to cooperate, they will automatically be considered guilty and the Head of School will decide the penalty. If a child tests positive they will be tested monthly at the expense of parents. Positive test results will be expelled.

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

OTHER: Any act(s) which are not covered by these regulations and are of such a nature as to pose a threat to the physical and mental welfare of the students, teacher and other school personnel, or which create a disruption in the orderly operation of any phase of the school program or any of its services or which cause destruction or defacement of any school property will subject offenders to suspension or expulsion.

Some student behavior that leads to suspension in addition to those already covered:

1. Leaving the classroom without permission
2. Student not reporting to the office when asked
3. Student refusing to leave the classroom when asked
4. Student not reporting to class or leaving school without permission
5. Student exhibiting disrespectful behavior toward teachers or staff

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 for appropriate action. The student will receive zeros for the class or classes he/she misses. Other offenses:

First offense - student receives a verbal warning

Second offense - parents are notified and recess detention

Third offense - parents notified and after school detention

Fourth offense - parents notified and Friday school detention from 8th-12th

Fifth offense - suspended for three days

Sixth offense - recommended to the board for expulsion.

RULES AND REGULATIONS

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

GENERAL BEHAVIOR RULES AND REGULATIONS

- A. When moving to and from classes, keep to the right in the halls.
- B. Put trash in the trash containers inside and outside the building. Place empty aluminum cans in a separate container.
- C. Keep your voices **LOW** in the halls and canteen area.
- D. Canteen stops between classes are prohibited. Students are not allowed in the canteen.
- E. Written excuses from parent/guardian stating the reason for absences are required for all absences and tardies. See Attendance Policy.
- F. **NO ONE MAY LEAVE THE CAMPUS DURING SCHOOL HOURS WITHOUT PERMISSION. APPROVAL THROUGH THE OFFICE IS REQUIRED.**
- G. Written permission from parent or guardian is required for students to leave school for special class outings or class trips.
- H. **NO STUDENT** is to use the office telephone or other telephones without prior permission from the Administration.
- I. Any person wishing to contact a student during class must receive prior permission from the Administration.
- J. Students are not to have **ANY** visitors at school anytime during the day or at recess.
- K. Public display of affection between boys and girls on the campus of Andrew Jackson Academy is not appropriate. This includes all school functions.
- L. Knives, guns, or any weapons are forbidden on person, in building, on grounds or in vehicles.

- M. PERSONS PICKING UP STUDENTS DURING SCHOOL WILL SIGN THE STUDENT OUT THROUGH THE OFFICE. STUDENTS LEAVING EARLY MUST SIGN OUT IN OFFICE.
- N. ChromeBooks 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 ChromeBook.
- O. 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).
- P. School officials will not administer MEDICATION unless sent by parents with permission slip and instructions. Parents should supply Tylenol and cough drops when a student has a need for these items. (See sample in handbook.)
- Q. Written permission from parents or guardians is required to leave school early. These excuses must be turned into the office before first period begins or on arrival at school.
- R. All visitors must report to the office before visiting a student or school personnel.
- S. **NO** electronic devices will be allowed in the school building, i.e., beepers, head phones, Ipods, MP3 Players, radios, etc. only used for educational purposes.

BULLYING POLICY

All bullying will be reported to the office. A meeting will be held with parents and if this unwanted behavior does not cease the matter will be brought before the board where the child will be recommended for expulsion.

DETENTION HALL

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

RIGHT TO SEARCH

Andrew Jackson Academy reserves the right to search the person, property or automobile of an Andrew Jackson student on campus or attending a school sponsored 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 zeros (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/guardian must have a conference with the Head of School before returning to school. The student will be subject to disciplinary action.

USE OF CELL PHONES AND OTHER COMMUNICATION DEVICES

We are living in the age of technology with devices that can do almost anything! Due to this, we find it necessary to implement some rules and regulations governing their use. Students are allowed to bring them on school property, but they are to be turned into their homeroom teacher upon arrival. If a teacher or staff member sees or hears a device, it will be confiscated and sent to the office. The device may be picked up at the end of the school day and a warning will be issued. If a violation occurs again, a ten-dollar fee will occur for the device to be returned. Any teacher may request that a student remove a smart watch if he/she deems necessary.

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

DRESS CODE

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

Extreme styles of dress and grooming will be discouraged. For safety and health, shoes will be worn at all times. We encourage the wearing of athletic style shoes for safety and playing on the playground and PE Classes. Boys will wear shirts 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 actions will be taken and the privilege of wearing shorts will be taken away from that student for the remainder of the school year.

1. Shirts must be past the waistline. No midriffs showing at any time.

2. NO GARMENT (miniskirts, dresses, skirts, and shorts) allowed unless they follow within the 5" above the middle of the kneecap rule. **(4th grade-12th grade)**
3. Pants should fit reasonable – NOT TOO TIGHT AND NOT TOO LOOSE.
4. No earrings for male students.
5. Earrings can only be worn in the ears. NO BODY PIERCING in or on other areas of the body will be allowed.
6. NO sleeveless tops, blouses, dresses or shorts. NO muscle shirts
7. NO scoop or low cut tops, blouses, dresses or shirts.
8. NO paper shorts, bathing suits, converted bathing suits, or basketball uniform style shorts and tops.
9. NO HATS allowed in the building during school hours or on campus/field trips.
10. NO offensive or suggestive writing on shirts.
11. Advertising of tobacco products or alcoholic beverages on clothing is prohibited.
12. Belts should be worn with pants and kept at the waistline.
13. Hairstyles and facial hair should be kept clean and neat. Dreadlocks are not allowed.
14. 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).
15. These are common guidelines; any other disruption or infractions will be reviewed and amended as needed.

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

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

PROM ATTIRE REQUIREMENT

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

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

CONFERENCES

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

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

EXTRA HELP PERIODS

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

SOLICITATION OF FUNDS

1. All class projects must be approved through the office.
2. No solicitation of funds for whatever purpose may be made at anytime, anywhere on the Andrew Jackson Campus without the Administration's consent.
3. Only Juniors, Seniors and clubs approved through the office 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. Use school roads when entering or leaving the school grounds. Please be respectful of others when entering the school campus and turn music down. **Do not drive straight out onto the highway or drive straight into the parking lot from the highway.**

WAIVER OF RIGHT TO PRIVACY OF STUDENT RECORDS

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

EMERGENCY CARE

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

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

1. The teacher will remain with the injured student (if he/she is unable to be moved) and send for the Head of School or a member of the Office Staff.
2. If a student can be moved, he/she will be brought to his/her class or 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 will contact parents if it is deemed necessary. If it appears that non-professional care will remedy the situation, this will be provided. (Band-Aids, 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 complete 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.

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 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 slips. Lower school students must turn in such permission slips and medication to their homeroom teachers, who will keep their permission slips in a separate folder and dispense medications according to the directions on the permission slips.

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.

SAMPLE MEDICAL PERMISSION SLIP

Student _____ Date _____

Nature of Illness _____

Kind of Medication _____

Dosage _____ How long to be taken _____

Comments _____

Parent's Signature _____ Date: _____

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 80), citizenship, and athletics (participated in two (2) sports for at least two and one-half (2 ½) years and never quit once started.)

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

EMERGENCY PROCEDURES

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

TARDY SLIP

Dear Parents:

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

_____.

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

Sincerely,

Jamee Barnes
Head of School

Parent signature: _____

Please return this form to the office.

DETENTION HALL

Dear Parents:

Your son/daughter has been assigned to Detention Hall for _____

_____.

This Detention Hall will be held on Monday and Thursday from 3:05 pm to 4:05 pm. The student and parents will be responsible for transportation home. Failure to attend will result in a more serious punishment.

If there are any questions you have about this action, please call the Head of School.

Date of Detention Hall: _____

Sincerely,

Jamee Barnes
Head of School

SUSPENSION NOTICE

Dear Parent,

Your child, _____, has been suspended
from school for _____
_____.

This suspension will be for _____.

He/she will be able to return to school on _____.

If there are any questions about this action, please call the Head of School.

Sincerely,

Jamee Barnes
Head of School

PARENT CONSENT

Please read, sign and return by September 9, 2021.

I have read and agree to the rules and policies as stated in the 2021 – 2022 Student 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.