

**Atlanta Youth Academy**

2120 Forrest Park Rd.

Atlanta, Georgia 30315

404-370-1960

Mascot: AYA Warriors

School Colors: Carolina Blue, Navy Blue and White

School Hours: 8:00 a.m. — 3:30 p.m.

After School: 2:30 p.m. — 6:00 p.m.

**Faculty and Staff**

Peter Rooney	President
Ira D. Dawson	Dean of the Academy
Mabel L. Jones-Allen	Administrative Assistant
Carrilyn Strickland	Administrative Coordinator
Erin Blair	Development Director
Alden Holt	Development Coordinator
Angela Simpson-Juhan	Pre-Kindergarten (LT)
Stephanie Banner	Kindergarten
Corinne Harper	1 <sup>st</sup> Grade
Mary Heath Brown	2 <sup>nd</sup> Grade
Devonte' Simmons	3 <sup>rd</sup> Grade
Shanda Dennis	4 <sup>th</sup> Grade
Paulette Woodruff	5 <sup>th</sup> Grade (LT)
Katie Koerten	Jr. High – Math, Science (LT)
Ruby Jones	Jr. High – History, Science
Kathryn Stanley	Jr. High – Literature/Language Arts
Christina Pack	Learning Support Specialist
Karla Jelks	Art
Anthony Gates	After-Care Director
Pamula Smith	Lunchroom Assistant
Reggie Short	Maintenance
Bryan Fox	Maintenance

\*\*LT is Lead Teacher

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## **Mission and Purpose**

### ***Mission Statement***

Atlanta Youth Academy (AYA) exists to advance the kingdom of GOD by offering an excellent Christ-centered education.

### ***Our Values***

- We provide students with a superior education by upholding the highest academic standards.
- We prepare students for the best academic and social futures in high school, college and beyond.
- We urge students to live up to their Christ-given potential by nurturing Christian character traits.
- We encourage, in each student, a strong sense of purpose and conviction for serving others.
- We maintain intimate class sizes in order to provide the level of personal attention each student needs.
- We look to the Lord, Jesus Christ, as the Servant Teacher and mentor students to pattern themselves after Him in all areas of life.
- Ultimately, we prepare well-rounded students poised to become the next generation of great leaders.

### ***Vision Statement***

The Vision of the Atlanta Youth Academy (AYA) is to equip our students with the academic tools, social skills, and high character traits necessary to afford them the opportunity of a post-high school education and a purposeful, productive and Spirit-filled life. Additionally, the vision is to create a learning environment that so emulates the precepts and principles of Jesus Christ that it serves as salt and light to all who come in contact with its staff, students, and leadership.

### ***School Philosophy***

Atlanta Youth Academy (AYA) has one core mission—to provide quality Christian education for urban youth that empowers and prepares them for future educational and individual success. AYA prides itself on an educational philosophy that combines personal attention with vital curriculum— reading, writing, grammar, mathematics, social studies, science— and is taught by committed teachers who emphasize strong moral character. The learning environment of AYA seeks to best nurture and develop the students through a limited class size and instituting an 11-month school year. Due to these values, AYA helps students reach their fullest potential.

### *Non-Discriminatory Policy*

**Atlanta Youth Academy does not discriminate on the basis of race, color, sex, national or ethnic origin, in administration of its educational, admission, or scholarship policies or athletic and other school administered programs.**

### *History*

Atlanta native, Larry Teem, founded Atlanta Youth Academy in 1997. In the early '90's, Larry founded and directed the Atlanta Youth Project, an urban sports and summer camp program dedicated to inner-city youth. After running these programs for several years, Larry realized that at-risk urban youth needed positive influences surrounding them for more extended time periods to break negative mindsets. Atlanta Youth Academy is the realization of Larry's vision of a demanding, Christ-centered preparatory school for urban youth.

## **Pledges**

**We begin each morning by reciting the following pledges. All students are expected to commit the pledges to memory.**

### **Bible Pledge**

I pledge allegiance to the Bible, God's Holy Word. I will allow it to be a lamp unto my feet and a light unto my pathway. I will hide its words in my heart that I might not sin against God.

### **Christian Flag**

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Lord crucified, risen and coming again, with life and liberty to all who believe.

### **American Flag**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands. One nation, under God, indivisible, with liberty and justice for all.

## **AYA School Song**

**May God forever bless this place.  
This is our earnest plea  
We pray HE keep us in HIS care  
As we make history**

**We strive to learn and do our best  
To make our loved ones proud  
We're so glad that someone had a dream  
We sing this song out loud**

**AYA,  
Our mind, our hands, our heart  
We will always pledge to thee**

**AYA,  
You're always in our hearts  
You've helped us fulfill a dream**

**And when we leave we'll take with us  
All of the lessons we have learned**

**AYA how we love you  
AYA how we adore you  
AYA you are forever in our hearts**

## Organizational Structure

### Board of Directors

The Board of Directors is responsible for setting school policy and maintaining the vision and mission of Atlanta Youth Academy.

#### AYA Board of Directors

Lawrence F. Teem, *Chairman*

Leroy Barber, Jr.

Philip Bray

Harold Melton

Megan Howard Nellen

Jay Simms

Hank Thomas

Keith White

### Foundation Trustees

The Foundation Trustees are responsible for the financial strength of Atlanta Youth Academy.

#### AYA Foundation Trustees

Billy Briggs

Bo Briggs

Frank H. Briggs, Jr., *Emeritus*

Lee Burrows

Kim Daughtery

Betty Dickson

John Hamilton, Chair

Sivan Hines, *Chair Emeritus*

Caitlin Goodrich Jones

Roger Key

Ex-Officio

Ron Lenderman

Richard Maner

Sid Mashburn

Chris Morocco

Molly Milligan

William Ragland, Jr.

Erwin Reid

Tiffany Scales

McKittrick Simmon, Jr.

Secretary/Treasurer

Larry Teem, Chairman

## **Administration**

### **Peter Rooney**

President

peterr@atlantayouthacademy.com

### **Ira Dawson**

Dean of the Academy

irad@atlantayouthacademy.com

### **Mabel L. Jones-Allen**

Administrative Assistant

mabela@atlantayouthacademy.com

### **Carrilyn Strickland-Arnold**

Administrative Coordinator

carrilynsa@atlantayouthacademy.com

### **Erin Blair**

Development Director

erinb@atlantayouthacademy.com

### **Alden Holt**

Development Coordinator

aldenh@atlantayouthacademy.com

**Faculty and Staff**  
**Team Elementary**

**Angela Simpson**

Pre-Kindergarten, Lead Teacher  
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**Stephanie Banner**

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**Corinne Harper**

1<sup>st</sup> Grade  
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**Mary Heath Brown**

2<sup>nd</sup> Grade  
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**Davontae Simmons**

3<sup>rd</sup> Grade  
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**Shanda Dennis**

4<sup>th</sup> Grade  
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**Paulette Woodruff**

5<sup>th</sup> Grade, Lead Teacher - Upper Elementary  
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**Christina Pack**

Learning Specialist  
christinap@atlantayouthacademy.com

## **Team Middle School**

### **Katie Koerten**

Jr. High Lead Teacher

[katiek@atlantayouthacademy.com](mailto:katiek@atlantayouthacademy.com)

### **Kathryn V. Stanley**

Jr. High

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### **Ruby Jones**

Jr. High

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## **Enrichment Courses**

### **Karla Jelks**

Art

[karlaj@atlantayouthacademy.com](mailto:karlaj@atlantayouthacademy.com)

### **Anthony Gates**

After School Director

[anthonyg@atlantayouthacademy.com](mailto:anthonyg@atlantayouthacademy.com)

## **Honor Code**

The Honor Code is a standard of integrity for the student body of Atlanta Youth Academy. Violations of the Honor Code are lying, cheating (including plagiarism), and stealing –in any form and to any degree. Any action, appearance, or statement which an individual knows to be untrue and given with the intention to deceive is considered lying. Using, or attempting to use, unauthorized assistance or advantage in academic work that is submitted as one’s own individual efforts, or the giving of such assistance to others, is considered cheating. Taking or attempting to take property, whether physical or intellectual, without right or permission is considered stealing. The Honor Code does not apply to any other areas of student conduct.

### **STUDENT RESPONSIBILITY FOR THE HONOR CODE**

Students are expected to uphold and support the Honor Code. If a student witnesses a violation of the Honor Code, the student has a duty, as difficult as it may be, to turn the matter over to his/her teacher. Although failure to report such a matter is not considered a violation of the Honor Code, each student must realize that the Honor Code will only succeed to the degree that students support it.

### **THE HONOR PLEDGE**

The Honor Pledge, which covers all academic work, reads: **“On my honor as an Atlanta Youth Academy student, I pledge that I have neither given nor received improper assistance in the completion of this assignment.”**

## **Student Policies**

### **GENERAL EXPECTATIONS**

God has overwhelmingly blessed the Atlanta Youth Academy, and with such blessing comes a responsibility to use it for His glory. Therefore, **enrollment in Atlanta Youth Academy is a privilege, not a right.** Every student is expected to make a positive contribution to all areas of the school in which they are involved.

### **STUDENT PERSONAL ASSISTANCE**

#### ***Personal Counseling***

Atlanta Youth Academy works one on one and in small groups with students and families who are facing challenges. These challenges may range from matters of decision making or adjusting to a new school, to issues involving family relationships, stress and grief. Atlanta Youth Academy also facilitates larger group meetings that seek to offer strategies and support for students and families. The level of counseling that Atlanta Youth Academy is able to provide is limited. Students dealing with problems beyond the scope of Atlanta Youth Academy's counseling capabilities will be referred to private counselors.

#### ***Lead Teachers***

Each student and group of faculty members at Atlanta Youth Academy is assigned a Lead Teacher. Lead Teachers are designed to add extra accountability, experience, and aid to parents, students, and faculty. A student or parent is encouraged to get to know their Lead Teacher and contact them should problems arise. The Lead Teachers are as follows:

Angela Simpson-Juhan  
Elementary Team  
Pre-K through 2

Paulette Woodruff  
Upper Elementary Team  
Grades 3 through 5

Katie Koerten  
Middle School Team  
Grades 6 - 8

## Student Policies

### *STUDENT DISCIPLINE*

Atlanta Youth Academy seeks to be a community where grace and love abound—not a school of rules and regulations. The student policies are anchored to the premise that God has created every human being in His image. Therefore, we expect students to treat everyone—faculty members and students alike—with love and respect. However, in an attempt to more precisely define our expectations, we have attempted to list behaviors that indeed violate our expectations.

#### *Pre-Kindergarten—8<sup>th</sup> Grade Discipline Policy*

Classroom management is the responsibility of each teacher. Each teacher will determine expectations specific to his or her classroom as well as a behavior management plan that coincides with the policy of our organization. Teachers will communicate their expectations to students and share them with parents through Parent Open House, conferences, and regular home-school communication channels. The following are Pre-Kindergarten through Grade Eight general expectations.

#### **Pre-K through 5th Grade Disciplinary Level 1:**

##### **Behaviors:**

- Breaking a classroom rule
- Out of seat without permission
- Inappropriate Language
- Not following directions 1st time given
- Shirt not tucked in/no belt
- Not respecting teacher or peers (i.e. rolling eyes, talking back to adults, etc.)
- Interrupting teacher in class
- Inappropriate hall behavior
- Inappropriate lunchroom behavior
- Misplacement of books or supplies
- Arriving late to class
- Chewing gum/eating candy without permission

##### **Disciplinary Action:**

- Warning
- 15 min. off Recess
- Miss all of Recess or other consequence
- Classroom Write-up and parent contact

### **Pre-K through 5th Grade Disciplinary Level 1, Continued:**

#### **Procedures:**

- Teacher records infractions on chart in class
- If a student has four infractions in one day, the teacher will “write-up” a Behavior Documentation Sheet for that student documenting the behaviors that were exhibited that day.

#### **Documentation:**

- Classroom teacher will keep all Behavior Documentation Sheets in a file until the end of the week when they can be transferred to the student classroom files.

### **Pre-K through 5th Grade Disciplinary Level 2:**

#### **Behaviors:**

- Missing three (3) homework assignments in any one subject in one week
- Earning two (2) Behavior Documentation Sheets in one week from any one teacher
- Verbal or written non-aggressive swearing
- Willful disobedience of classroom authority
- Throwing objects or other harmful behavior
- Working on computer without permission
- Leaving the room without permission

#### **Disciplinary Action:**

- Referral/Parent Meeting (Pre-K through 2<sup>nd</sup>)
- Referral/Detention (3<sup>rd</sup> through 5<sup>th</sup>)

#### **Procedures:**

- When a student earns a second Behavior Documentation Sheet in one week from the same teacher, that teacher will then fill out a Student Discipline Referral Form documenting the behaviors that caused the two referrals that week.
- (Pre-K through 2<sup>nd</sup>) The referral form will then be given to the Lead Teacher who will contact the parent and set up a parent/teacher meeting with the Lead Teacher, the teacher issuing the Referral Form and the parent and student.
- (3<sup>rd</sup> through 5<sup>th</sup>) The referral form will then be given to the Lead Teacher who will then issue a detention to that student.

#### **Documentation:**

- Classroom teacher will keep one copy of Student Discipline Referral Form in classroom files and give one copy to the Lead Teacher
- Lead Teacher will keep a copy of the Referral Form.

### **Pre-K through 5th Grade Disciplinary Level 3:**

#### **Behavior:**

- Earning three (3) Discipline Referral Forms in one quarter
- Fighting—hitting, kicking, shoving, bullying, tripping
- Leaving the building without permission

- Verbal or written sexual harassment of staff or student
- Threats of violence
- Destruction or stealing of school or private property
- Verbal or written aggression to adults
- Possession or use of tobacco

### **Pre-K through 5th Grade Disciplinary Level 3, Continued:**

- Cheating on a school assignment

#### **Disciplinary Action:**

- Suspension

#### **Procedures:**

- When the Lead Teacher receives the third Discipline Referral Form, or when any teacher observes any other Level 3 infraction he/she will fill out a Discipline Referral Form documenting the previous Level 2 infractions or the observed Level 3 infraction.
- The Lead Teacher will then pass the Discipline Referral Documentation to the Principal with the recommendation for suspension.

#### **Documentation:**

- The Lead Teacher will keep a copy of the Discipline referral form in the student files
- The Lead Teacher will also put a copy in the student's Permanent File
- The Principal will also place a Letter of Suspension in the Student's Permanent File.

### **Pre-K through 5th Grade Disciplinary Level 4:**

#### **Behavior:**

- Earning three (3) Suspensions in one school year
- Possession of weapons
- Possession of illegal drugs
- Possession of alcohol
- Physical assault of staff or student

#### **Disciplinary Action:**

- Expulsion

#### **Procedures:**

- The Lead Teacher and Administrators will keep documentation of all Level 3 infractions, and will call for appropriate meetings when necessary.

#### **Documentation:**

- Upon expulsion, all documentation of student behaviors will be transferred to the Student's Permanent File.

## **Jr. High Discipline Policy**

Jr. High School discipline is based on a demerit and detention policy. A student will receive a specific number of demerits or detentions for any infraction of school rules. The teacher will send a copy of the demerit slip home to the parent to be signed and returned the next day.

Notices will be sent home from the school office when student reaches 25, 50, and 75 marks.

Demerits will also be posted on each report card.

### **Jr. High Disciplinary Level 1:**

#### **Behavior:**

- .. Tardy
- .. Using Computer w/o permission
- .. Breaking Classroom rules
- .. Excessive Talking/Disturbance
- .. Unprepared for class
- .. Not Following Directions

#### **Disciplinary Action:**

- .. Warning

#### **Procedures:**

- .. Teacher records infractions, call parents, sends a hard copy of demerit home with the student and an electronic copy emailed to parents.

#### **Documentation:**

- .. Teacher keeps a copy in student files

### **Jr. High Disciplinary Level 2:**

#### **Behavior:**

- .. Unauthorized CD/MP3/PSP
- .. Dress Code Violation
- .. Cell Phone Violation
- .. Disrespect/Talking Back
- .. Throwing Food or Objects
- .. Lying
- .. Chewing Gum/Eating in class
- .. Cursing/Vulgarity

#### **Disciplinary Action:**

- .. Detention

#### **Procedures:**

- .. Teacher records infractions, call parents, sends a hard copy of demerit home with the student and an electronic copy emailed to parents.
- .. Student will be given date and time to attend detention (not showing up for detention will result in an automatic Saturday morning detention)

#### **Documentation:**

- .. Teacher keeps a copy in student files

### **Jr. High Disciplinary Level 3:**

#### **Behavior:**

- Failure to report to detention
- Stealing
- Forging signature
- Defacing school property
- Immoral Activity/Pornography on & off campus
- Fighting
- Cheating
- Alcohol/Drugs/Weapons
- Public display of affection (i.e. kissing)
- Bullying/Harassment

#### **Disciplinary Action:**

- Suspension

#### **Procedures:**

- Teacher records infractions, call parents, sends a hard copy of demerit home with the student and an electronic copy emailed to parents.
- Student will be given date and time to attend detention (not showing up for detention will result in an automatic suspension)

#### **Documentation:**

Teacher keeps a copy in student files

### **Detention System**

The detention system is a point system assigned to consequences of behavior. For every 10 demerits a student receives, one-hour detention will be served.

If a student fails to show up to detention, he/she will make up the detention plus receive the next level detention. Insubordination with the detention monitor will result in extra detention or suspension. Detention slips will be sent home and should be returned signed the next school day. For severe offenses a Saturday detention will be given. Saturday detention begins at 8:00am and can possibly last up to four hours. For Saturday detentions, there is a monetary fee of \$25 due the day of detention. There will be no excuses for missing a detention. If the family will be out of town, please see the Dean to present your case.

A student who accumulates 50 demerits in one semester is placed on probation. He may not participate in extracurricular activities or hold a leadership position for one semester or other time period determined by the administration. A student who accumulates 50 demerits in two successive semesters may be expelled or refused reenrollment.

The accumulation of 100 demerits in one school year will be considered grounds for expulsion. Students who are dismissed from the school will not be considered eligible for reenrollment for one full semester and must have approval from the administration in advance.

## ATTENDANCE AND ABSENCES

### *School Hours*

Breakfast begins at 7:15 a.m. Parents are NOT to drop off children earlier than 7:15 a.m. The academic day begins at 8:00 a.m. and ends between 2:30-3:30 p.m. depending on the student's grade level.

### Dismissal Times

- *Pre-K—2nd grade - 2:30pm*
- *3rd—5th grade - 3:00pm*
- *6th—8th grade - 3:30pm*

A student will be marked tardy if he or she arrives after 8:00 a.m. **Three tardies constitutes one absence.** If you are tardy, an adult/parent/guardian MUST sign the student in at the front desk. If the tardy student needs to be escorted to another building, someone in the main office will do so. The doors to Building B will be locked at 8:00 a.m. and teachers have been asked to not open their backdoors. The After-School Program begins at 2:30 p.m., any student that has not been picked up within 15 minutes of dismissal must be enrolled in ASP for the day.

### *Planned Absences: Both Full and Partial Days*

If a student has a pre-planned engagement and need to miss a day of school, the following steps must occur:

1. Prior to the day missed, a note from the student's parent must be submitted to the front office stating the reason for absence from school.
2. The front office will give the student a Student Absence Form.
3. The student must have each of his or her teachers sign the form and then return it to the front office by the end of the day before the absence.
4. The student is responsible for all missing assignments.

### *Unforeseen Absences – Full Day*

If an unforeseen circumstance arises causing a student to miss a day of school, (for example, illness), the following steps must occur:

1. The parent must call the school in the morning between 7:30 a.m. and 8:30 a.m. to let the front office know why the student is absent. If a student should miss two or more consecutive days, the parent must call each morning.
2. The day the student returns to school, the parent/guardian must send a note with the student to be turned into the front office that morning.
3. The student is responsible for all missing assignments.

### *Unforeseen Absences—Partial Day*

If a student becomes ill during the school day and needs to leave, he/she must first ask permission from the teacher to call home. The teacher, after verifying the call, should then inform the front desk that the student will be picked up early due to illness. The student can then gather his/her belongings and wait for his/her parent in the Administration Lobby. A parent must

go to the front office and sign the student out of school. Work can be made up upon the student's return to school. Students with contagious diseases (chicken pox, measles, pink eye, lice) will be sent home immediately and may not return without a note from a doctor.

The student is responsible for all missing assignments.

### ***Regulation of Truancy***

There is a direct link between attendance and achievement. At AYA we believe that consistent attendance is vital to achievement and reaching our community goals. We are partnering with families to ensure that every student is given the chance to dream and achieve.

### ***Below you will find the revised attendance policy:***

- Every student is allotted 4 absences per quarter. An absence could be sicknesses, trips, doctor visits, etc., but they may not exceed 4 per quarter. Exceptions will be made for school related trips such as interviews, shadow visits, and school tours.
- After the 4<sup>th</sup> absence, the student will be asked to make up the missed academic hours during a class, team, or school event that is not within the confines of the classroom or extracurricular. This may include being held out of a field trip or a school-wide celebration, or not being allowed to attend certain team-wide enrichment opportunities.
- If the student arrives after 10:00 a.m. the student is considered absent. A doctor's excuse slip does not excuse the absence, it explains the absence.
- Each additional absence after the 5<sup>th</sup> will result in a day of In-School Suspension and after the 10<sup>th</sup> absence the family of the absent student will be asked to meet with the Dean and President to determine the best plan of action.
- Each case will be handled separately but the Dean will ultimately make the determination of the consequences.

## DRESS CODE

Appropriateness of overall appearance will be left to the discretion of the administration. Atlanta Youth Academy has a uniform requirement for all students during school hours. Only the prescribed uniform components may be worn to school unless it is a designated Dress Down Day or Formal Dress /Chapel Day. Dress code violations will be dealt with on the demerit system.

### Regular School Dress Uniform

- Polo Shirt in white, navy or light blue in color only. (all students are required to have shirts with Atlanta Youth Academy logo by the 2nd week of school)
- Khaki pants, long shorts, or skirts for Team Middle.
- Navy blue pants, shorts, or skirts for Team Elementary
- Polo shirts must be tucked in at all times.
- Only plain white undershirts (with NO WRITING AND NO LOGOS) may be worn under boy's and girl's shirts.
- Brown, black or navy belts must be worn with all pants or shorts.
- Solid white, black, or brown shoes (ensure that logo on shoes is an appropriate) Shoes must be worn at all times
- Shoe laces are not to be colored and the shoes must be solid as well.
- Boots are not allowed.
- Socks (and/or tights for the girls) must be worn at all times.
- Boys socks must be solid black, white, black, or navy.
- Girls socks or tights must be solid white or navy with no stripes or logos.
- No hats of any style are to be worn during school hours.
- Only solid navy or gray cardigans or sweatshirts with the AYA logo may be worn during school hours.
- During the cooler months a long sleeve shirt that is white, light blue, or navy may be worn underneath a uniform polo.
- Hoodies, windbreakers, pull-overs, sweaters, and other heavy jackets must be left in lockers during school hours.
- AYA t-shirts are only to be worn on designated days.

### Accessories

- Boys are not to wear any type of earring or have any other body piercing.
- Boys are not to wear any chain or other dangling necklaces.
- Cologne/Perfume should be worn in moderation.
- Girls may wear earrings less than the size of a quarter and limited to one earring per ear-lobe.
- No other body piercing will be permitted.
- Jewelry should be chosen with discretion and not be distracting to others. One necklace is allowed for girls but should not fall below the second button on the polo shirt.
- Girls may wear bows in their hair if it matches school uniform.

### Grooming

- Boys are to keep their hair neat and in good taste.
- Boys hair length can not be longer than half an inch.
- Boys should not wear facial hair of any kind.
- Girls are to keep their hair neat and in good taste.
- Hair styles should not be distracting to the individual or those around.
- Girls may have appropriate hair color that falls within the natural color wheel.

### Formal Dress/Chapel Days

Once a week (Wednesday Chapel) and on other occasions throughout the school year, students are required to dress in formal attire. On formal dress days, students may be sent home if they fail to comply with the formal dress code.

- Boys will be required to wear khaki pants (Jr. High) and navy pants (Team Elementary), with belt and a solid white dress shirt with a solid navy blue tie.
- Solid black or brown leather shoe for boys
- Girls will be required to wear a khaki skirt (Jr. High) and navy skirt ( Team Elementary) with a button down blouse (no knit shirts) with a navy cross bow tie.
- Black, brown or navy dress shoes for girls

### Dress Down Days

Throughout the school year, we will designate special days for which students may dress down—within limits— instead of wearing the AYA uniform. Clothing that will **NOT** be tolerated on “dress as you like” days will include the following:

Girls:

- halter tops
- low cut necklines
- extremely bare backs
- bare midriffs
- cutoffs
- tank tops
- short skirts/shorts
- heels higher than 1 ½ inches
- Jeans must be clean and without holes
- T-shirts, hats or clothing with symbols or messages inconsistent with the mission of the school will not be allowed.

Boys:

- tank tops
- cutoffs
- earrings

- T-shirts, hats or clothing with symbols or messages inconsistent with the mission of the school will not be allowed.
- Jeans must be clean and without holes.

\*If a student has a doubt about a particular item of clothing, he or she should talk with the lead teacher beforehand. Students who wear inappropriate clothing will receive a demerit and will need to call their parents and have their parents bring proper attire to school.

## MISCELLANEOUS PROHIBITIONS

### *Electronic Devices*

Students should not bring electronic items such as video games, radios, walkmans, iPods, pagers, etc. to school. These items are an unnecessary distraction to the academic and social atmosphere of the school. Any student bringing these items to school will have them confiscated indefinitely and possibly face further disciplinary action.

With prior approval, students may bring academic electronic devices such as calculators, dictionaries, translators, laptop, e-readers, etc. which are necessary for class. Parents who wish to send their child to school with a cell phone must get prior approval from the Dean of School. Students **ARE NOT** to use **cell phones during school hours**. **Georgia law provides for an in-school suspension for students in public schools who bring a pager or cell phone to school.** **AYA expects that students will follow our cell phone policy.**

### *Borrowing Money*

**Because of the frequency of problems that develop from borrowing money, students are strongly discouraged from asking for money from fellow students. Faculty members will not be allowed to lend money to students.**

### *Occult Involvement*

**Students should not be involved in any practices of the occult. Playing with Ouija boards, tarot cards, magic cards, or astrology and other devices of the occult is dangerous and contrary to biblical teaching.**

### *Alcohol, Illegal Drugs, and Tobacco*

**Students are not permitted to use, purchase, contribute to the purchase of, transport, conceal, sell, distribute, display for sale, provide to another, provide a place for the use or concealment of, or possess alcohol, illegal drugs, or tobacco. This regulation applies to the entire time that a student is enrolled as an AYA student—whether on or off campus, whether during school hours or not, whether at an AYA sponsored event or not, whether during the school year or summer.**

### ***Weapons***

Students may not bring weapons of any sort on campus at any time. Smaller items such as pocket knives (even small pocket knives on key chains) will be confiscated. Any larger knives, guns, or other dangerous weapons will be confiscated and the student will likely face expulsion from AYA.

### ***Male-Female Relationships***

AYA encourages friendships between boys and girls. However, public display of affection is considered to be in very poor taste and will not be tolerated on campus. As with all behavioral decisions, it is best to keep one's actions above suspicion. Students are encouraged to maintain mature, mutually respectful relationships that honor each other and those around them.

### ***Sexual Harassment***

Sexual harassment of students by other students or by employees of AYA is contrary to biblical teaching, violates federal law, and will not be tolerated at AYA. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational environment.

Any student who becomes a victim of sexual harassment should immediately report the incident to an administrator and their parents or guardian. All such reports will be investigated immediately by school authorities. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students or termination for employees. All such reports will be handled discreetly to maintain confidentiality in order to protect the student making the report. However, it should be understood that the school is required by law to report any incidents of child abuse to the appropriate state agencies.

If a student has concerns about the nature of any conduct or physical contact by an adult employee of AYA, by a fellow student, or by a member of the public, the student is encouraged to report this conduct to a teacher or an administrator as well as discuss the concern with his or her parents or guardian.

### ***Student Pregnancy***

God has clearly communicated His standard of reserving sex for the institution of marriage. If the school becomes aware of a pregnancy, the AYA students involved—male and/or female—will be suspended for a period of time to allow for an investigation of the facts and the appropriate response of the school. The continued attendance of expectant parents will be

considered on an individual basis. Each decision will be made on the basis of Christian concern for the welfare of each student and family involved and for the welfare of the student body. Approval to continue attending AYA will include the following stipulations:

1. The school may require the student to receive counseling from a school-approved counselor in order to continue attending AYA.
2. The student must continue living with his or her parents or legal guardian or in a home approved by the parents or guardian.
3. Normally these students will be allowed to participate in graduation ceremonies and receive all appropriate academic honors and awards.
4. The student and his or her parents must fully cooperate with the school's attempts to determine the facts of the situation and to fulfill these conditions.

#### ***Lockers and Cubbies***

Each student will be given either a locker or a cubby. Although AYA has an Honor Code and expects AYA students to be honest, students should realize that the Honor Code will not necessarily prevent stealing. Students violate the Honor Code by taking any item from another person's locker/cubby without that person's permission. Students who are missing a book should never "borrow" the book of another student even with the intention of returning it later. This will be considered a violation of the Honor Code.

Cubbies/lockers are to be kept neat and any loose paper or unsightly mess may be thrown away. Lockers/Cubbies are property of AYA and are subject to search at any time.

#### ***Lost and Found***

A lost and found area will be maintained in the cafeteria. Students should check for missing items regularly. AYA strives to model good stewardship by approximately each month taking the remaining lost and found items and donating them to local charities.

#### ***Lunch and Lunch Clean-Up***

Unless a special arrangement is made, lunch should be eaten in the cafeteria. Students are responsible for bringing their own lunch and cleaning up the cafeteria at the end of their lunch period. Students in grades 2 and above may use the microwave to heat their own lunch. **Please do not send any food that needs more than 60 seconds to heat.** Students who occasionally forget their lunch will receive a peanut butter and jelly sandwich. This should not become a habit.

**\*\* Please do not bring outside food to the school during lunch. \*\***

### ***Food and Drink on Campus***

During the school day, students may only have food and drinks during their lunch period. Students may not have candy or gum in any classrooms. The only exception is snacks at the end of the day and class parties where the teacher is present.

### ***Computers***

The Computer Lab and some classrooms contain several computers for student use. Before using these computers, students must sign an “Acceptable Use Agreement” which will be provided by your classroom teacher. Violating the “Acceptable Use Agreement” may result in a student not being allowed to access the computers as well as further disciplinary action.

### ***Social Networking Policy***

Web activities such as Facebook, MySpace, Twitter, Blogs, etc., are an integral part of everyday life for millions of people around the world. Atlanta Youth Academy believes in fostering a thriving online community and we recognize and respect the rights of our students. Atlanta Youth Academy takes no position on your decision to start or maintain a blog, posting, public website or participation in any other social networking activities. However, it is the right and duty of the school to protect itself from unauthorized disclosure of information.

Atlanta Youth Academy’s social networking policy includes rules and guidelines for company-authorized social networking and personal social networking which includes any mention of Atlanta Youth Academy, Atlanta Youth Academy employees or Atlanta Youth Academy business matters.

### ***Remember Nothing is Private***

Students are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including Atlanta Youth Academy. Students are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized blogging.

Atlanta Youth Academy reserves the right to use content management tools to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

### **Discipline for Violations**

Atlanta Youth Academy investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the school's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post.

### ***Visitors***

Students are welcome to invite guests to campus. Students wishing to invite a guest to campus must receive permission from the Dean of School. All guests must sign in at the front office upon arrival to campus and sign out upon departing. Having a visitor to campus should be a special event, not a regular occurrence.

### ***Buildings and Grounds***

God has blessed AYA with its facilities and grounds. We are all stewards of that blessing and need to care for the building and grounds with that in mind. Vandalism of school property is considered a severe offense and will be handled by the Dean of School. Litter, or lack thereof, directly reflects the pride students take in their school. **Students should go beyond simply not littering and should take responsibility for picking up any trash they notice lying around campus.**

### ***Student Speech***

**Students should keep their speech positive and edifying and avoid the use of foul language. Foul language goes beyond swearing and includes sexually explicit, sexually suggestive, abusive, cruel, or otherwise improper speech. Any harassing comments relating to a person's race, religion, age, or ethnic background do not demonstrate love or respect for the individual and will not be tolerated. Making fun of and cutting down other students as well as spreading gossip are examples of improper speech. Severe cases may be dealt with by the Dean of Students.**

### ***Gambling***

**Gambling of any sort is not permitted and will be dealt with by the Dean of School.**

## **ACADEMIC POLICIES REQUIREMENTS:**

### **FOR ENTRANCE TO PRE-KINDERGARTEN**

1. Recommendation from pre-school if applicable;
2. Successful personal and family interview;
3. Acceptance by Atlanta Youth Academy' Admissions Committee.

### **FOR ENTRANCE TO KINDERGARTEN**

1. Satisfactory completion of an accepted Pre-Kindergarten program;
2. Recommendation from Pre-Kindergarten teacher;
3. Successful personal and family interview;
4. Acceptance by Atlanta Youth Academy' Admissions Committee.

### **FOR ENTRANCE TO GRADES 1-8**

1. Satisfactory completion of the Atlanta Youth Academy academic entrance requirements;
2. Recommendation from the previous elementary school principal or designee, and/ or teachers;
3. Satisfactory grades and achievements scores from the previous school;
4. Successful personal and family interview;
5. Acceptance by Atlanta Youth Academy' Admissions Committee.

### **FOR PROMOTION AND GRADUATION**

1. Acceptable conduct throughout the year;
2. Passing grades in all subject areas;
3. Successful review of student and family participation by the Principal or Academic Grading Committee.

### **GRADING POLICY**

Grades are considered a reflection of student achievement, but may at times differ from the student's actual ability or potential. Description of the type of work associated with each letter grade can be found below.

**GRADE "A"** Indicates quality work, which is outstandingly superior to that of other students. Those who receive the "A" grade not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

**GRADE “B”** Indicates high quality work and mastery of the subject. This grade reflects above-average achievement and some ability to analyze and apply principles. The “B” grade is considered a recommending grade for college preparatory high schools.

**GRADE “C”** Indicates that the work of a student has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has not, however, gone beyond the expected assignments but has done the minimum amount require.

**GRADE “D”** Indicates below average accomplishments and/ or grasp of the subject matter. A student who earns a “D” grade has done only the minimum amount, has been somewhat negligent in turning in assignments, and /or has not done well in examinations and quizzes.

**GRADE “F”** Indicates that the quality and/or quantity of work are so far below what is expected of the class that if it cannot be considered adequate for the granting of credit.

Grades are also related to points or percentiles achieved on tests, quizzes, report, homework, and other assignments. The Atlanta Youth Academy grading system can be found below:

**GRADING SCALE FOR THE JR. HIGH**

<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D</b>	<b>F</b>
<b>100-97</b>	<b>96-93</b>	<b>92-90</b>	<b>89-87</b>	<b>86-83</b>	<b>82-80</b>	<b>79-77</b>	<b>76-73</b>	<b>72-70</b>	<b>69-67</b>	<b>66-0</b>

**GRADING SCALE FOR FIRST THROUGH FIFTH GRADES**

<b>A</b>	<b>B</b>	<b>C</b>	<b>F</b>
<b>100-90</b>	<b>89-80</b>	<b>79-70</b>	<b>66-0</b>

**GRADING SCALE –EXPLANATIONS**

- 90-100 –indicated mastery of the subject material
- 80-89 –indicates competence in the subject material
- 70-79 –indicated meets minimum requirements
- 69-0 – does not meet minimum requirements

## **REMEDIAL CLASSES**

Remedial classes will be offered for students who are in academic difficulty in the areas of reading and language arts, as well as mathematics. Students may be required to participate in remedial classes held during the school year. Required attendance is determined by the classroom teacher and is indicated through a letter home to parents and report card comments.

## **VALEDICTORIAN AND SALUTATORIAN**

Graduating 8<sup>th</sup> grade students are eligible to earn the highest academic award given at AYA. The valedictorian and salutatorian are determined on a rating scale with unbiased input from each of the Jr. High teachers and Dean of School. The top three grade point averages determine the three students that are eligible. Then students are evaluated based on the following criteria: leadership, service, discipline, peer interaction, extra-curricular activities, responsibility, attendance and

## **DEAN'S LIST AND HONOR ROLL**

The Principal's List each semester will consist of students with a report cards containing all A's for that grading period. Honor Roll will consist of students with a report card containing all A's and B's for that grading period. Honorable Mention will consist of those students who, at their teacher's discretion, have improved or demonstrated exceptional work ethics during the grading period but failed to meet the requirements for either Principal's List or Honor Roll.

## **FAILING GRADES**

In order to receive credit for a course, a student must attain a year average of 67 and must get at least a 67 in the final grading period. The year average is determined by averaging the semester grades. For example, a student making a 65 in the first grading period could still pass the course by making at least a 75 in all other grading periods. However, a student making an 85 in the first grading period/periods but making a 65 in the final grading period would not receive credit in the course even though the year average would be above 67. Students in this position will need to meet with the Academic Grading Policy Committee to determine a plan for obtaining credit in the course.

## **SUMMER SCHOOL**

A student wishing to take a course in summer school for AYA credit –either to make up for a failing grade in a course or to get ahead– must have the course approved by the school in advance.

## ***HOMWORK***

Classroom instruction alone is not sufficient for solid learning. Atlanta Youth Academy, therefore, feels that homework is essential to the education process. Types of homework may include written assignments, practice, review, projects, reading, outlining, summarizing, and study. Please note that homework is not necessarily written work and may include work such as time spent reading and studying. Students in grades Pre-K through 5<sup>th</sup> grade should have a varying amount of homework per night, increasing with age.

**Each school day, junior high students in the Jr. High should spend a minimum of two hours of study outside of class.** Jr. High students are responsible for planning and scheduling time to complete nightly as well as long-term assignments. A student assignment book/calendar is necessary for all students. Jr. High students should use this book to write down all assignments. **If a student misses any classes for any reason, s/he is responsible for getting all missing assignments from the teachers(s).**

The role of a parent in homework is that of encouragement and support. Students should be allowed to do their own assignments with minimum assistance unless otherwise noted by teacher.

## **TUTORIAL**

Tutoring is available to all Atlanta Youth Academy students. Teachers can be available before, during, or after school. Students who need tutoring should talk to their teacher(s) to set up a scheduled time for help. Remedial work, test preparation, and reviews are some topics that can be covered. Homework-help tutors are also available to some students during the After School Program. If students are in need of more intensive tutoring, parents may contact the teachers for referrals.

## **ACADEMIC PROBATION**

Any student whose grades are unsatisfactory or whose grades indicate that s/he is not working according to his/her ability, or who has two or more "Ds" or one "F" in core or enrichment subjects will be placed on academic probation for the following quarter. As previously stated: *a grade of an "F" indicates that the quality and/or quantity of work is so far below what is expected of the class that it cannot be considered adequate for the granting of credit.* Students who have fallen between a cumulative GPA of a 1.50 and a 1.75 are required to be held accountable for improving their performance in the succeeding semester. The requisites and guidelines of Academic Probation are as follows:

1. Must not have any F's for Fall Progress Report or Semester 1 Report Card

2. At the end of the Fall Semester, AYA's Academic Grading Committee will review the grades and status of every student on probation.
3. Must make a C average or a GPA of 2.0 or higher in order to be removed from Academic Probation
4. Must be present in every tutorial unless excused by teacher or designee
5. If student is still on probation after 2<sup>nd</sup> semester, he/she will be retained for the next school year

The period of probation will last for the entire following semester. **Students on academic probation are required to attend all mandatory tutorial sessions.** Students on academic probation will not be allowed to participate in extra-curricular activities such as sports team and clubs affiliated with Atlanta Youth Academy. The purpose of the probation period is to assist and encourage the student to improve his/her academic performance. During the period of probation, the student's academic performance will be monitored closely. At the end of the probationary period, the Atlanta Youth Academy Academic Grading Committee will look for all passing grades with a minimum of one "D" on the student's report card to determine release from probation.

#### ACADEMIC DISMISSAL

Students who are on academic probation will be evaluated carefully by the Atlanta Youth Academy Academic Grading Committee. **If a student who is on academic probation does not show adequate improvement, by bringing his/her grades up to passing level by the end of the probationary period, s/he may not be invited to continue at Atlanta Youth Academy for the following semester or the upcoming year.**

**At the end of the school year, overall grades for each subject area will be determined by calculating an average of the grades from each of the four quarters. A student who has a total of two or more overall failures indicates that s/he cannot or does not want to do the work required at Atlanta Youth Academy. Such students will not be readmitted. Students who, at the end of the school year, have failed one subject will be allowed to seek summer help in that subject outside of Atlanta Youth Academy. If documentation from the parent shows that the student received consistent summer help in the area of his/her one failure, and if that student passes an examination in that subject area at the beginning of the subsequent school year, s/he may be considered for re-admittance by the Atlanta Youth Academy Academic Grading Committee.**

## Academics

### *How to Study*

**Make a definite plan for study, and then follow your program faithfully. Concentrate, work intensely, and build up a mental discipline so that outside interest will not disturb you. Take a short break now and then. Have a clear notion of the work to be done. Know the aim of the work. Think the lesson over in terms of what you know. Review the previous lesson as a whole first. Read over the advance lesson as a whole. Restudy, taking notes, then restudy again from the outline. Try to apply what you are studying. Make comparisons and contrasts whenever possible. Carry the learning of all important items beyond the point necessary for immediate recall. Use the dictionary and reference books for points not clearly understood.**

**Extra effort should be made to keep yourself in good physical condition. Insufficient sleep and physical defects brought on by you interfere with an active and alert mind. Extra efforts spent on preparation pay the greatest intellectual dividends.**

### *Tests*

Most teachers will use tests to evaluate the progress the students are making in class. AYA will attempt to avoid overburdening students with too many tests on the same day (note that this does not apply to quizzes or papers due). If a student has more than two tests scheduled on the same day, the student should speak with his or her teachers to see about rescheduling. The student should speak with the teachers as soon as he is aware of the test conflict and not wait until the day before the tests. This will serve the student's interests by allowing the teacher the most flexibility in re-scheduling the tests.

### *Exams*

Exams typically bring out emotions of fear, nervousness and other unpleasant feelings. The key to reducing the anxiety of exams is to begin preparing well in advance. Keep all notes, handouts, assignments, papers, quizzes and tests in a notebook throughout the semester. A couple of weeks before the exam period, begin to check through each subject and organize the material. Check to determine if you are missing anything and ask your teacher if you can get another copy. Also, begin asking your teachers what material will be covered on the exam and to what degree. You want to get an idea of their expectations and what material will be emphasized on the exam. Look at the exam schedule to see when each subject is scheduled. Estimate the amount of time you will need to study for each exam and make a plan. Begin reviewing your hardest subjects first. Make appointments with teachers to get extra help on any material that you have trouble with. The more organized you are and the earlier you begin reviewing, the easier time you will have with your exams. **Remember that your teachers want you to do well and will try to help you succeed. Take the initiative to ask for their help.**

## **Junior High Academics**

### **Exams**

Junior High exams will be designed to last 1-1/2 hours and will count 20% of the semester grade in the course. Exams will be given in Literature, Language Arts, Math, Science, History, Life Skills, Spanish and Art.

### ***Re-Exams***

A student who has a passing grade going into an exam and fails the class because of the exam grade will be eligible to take a re-exam. If a student makes a high enough score on the re-exam to pass the course, the student will receive a maximum grade of 70 for the semester.

### ***Exemptions***

**Eighth graders will be allowed to exempt the spring semester final**

exams in any classes for which they meet the following conditions: their previous semester final grades must be 85 or above and their average for the final semester going into the exam must be 90 or higher.

### ***A Better Chance Program***

A Better Chance is the preeminent resource for identifying, recruiting, and developing leaders among young people of color throughout the United States. Through A Better Chance highly motivated students are recruited for placement in outstanding independent and public high schools across the country. The application process begins a year before enrollment and is very competitive. Atlanta Youth Academy's partnership with A Better Chance provides our graduates with a unique opportunity for further success.

## **Parent-Teacher Communication**

### ***Parent-Lead Teacher Communication***

The Lead Teacher is the primary contact between parent and the school. Please call your child's Lead Teacher for any concerns that you have about your child. Parents are urged to contact the teacher directly if their child is having difficulty in a course. Parents should also have regular discussions with their child's Lead Teacher to hear the Lead Teacher's perspective on how their child is doing and to make the Lead Teacher aware of any parent concerns. Good communication will head off a host of problems and help assure that your child's needs are best served by the school.

### ***Parent-Teacher Conferences***

Parents are encouraged to contact their child's teachers to set up appointments to discuss their child's performance. Please take a proactive approach and try to avoid problems rather than waiting until a problem has developed. For example, if you know your child is weak in math, schedule an appointment with the math teacher early on rather than waiting until the first set of grades has been sent home. Parents may also schedule appointments to meet with all of their child's teachers together. Your child's Lead Teacher would be the best person to coordinate such a conference.

## **Physical Education**

### ***Excuse from Participation***

In order not to participate in a PE class, a student must have a note signed by a parent or a doctor stating the reason the student may not participate. If the student can not participate more than one day, the note should indicate approximately when the student could begin participating again as well as possible moderate activity in which the student might be able to participate.

## **Library**

The AYA Libraries are open during the academic day and contain a variety of books, periodicals, magazines and newspapers which students may use. Generally, only non-reference books may be checked out of the library.

Students must have returned all library books before their grades can be released.

## **Athletics**

### ***Competitive Sports***

#### **Fall**

Flag Football, Soccer, Cross Country, Cheerleading

#### **Winter**

Boys Basketball, Girls Basketball, Cheerleading

#### **Spring**

Soccer, Softball, Tennis, Track

## **Athletic Program Policy**

Any student who has two (2) or more D's (67-69) or one (1) F (66 or below) at the end of a grading period will be suspended from participating in sports until the next grading period. Grading periods are defined as Progress Reports and end of the Semester grades. Each athlete will have a weekly check list by Wednesday afternoon of grades and behavior. It is the student's responsibility to make sure his/her teacher or teachers fill out the form. The student must then turn in the form to their coach by Friday afternoon of each week. Any student who had one (1) D must arrange with his/her teacher to spend one afternoon a week in tutoring for that subject. The coach must be informed on the weekly report that the tutoring has taken place.

Any teacher can request that a child stay for tutoring. It is the child's responsibility to inform their coach and if necessary receive a note from their teacher as to why they will miss practice.

## **Extra-Curricular Activities**

### *AYA Extra-Curricular Activities*

- **Girls Scouts**
- **Boys Scouts**
- **Jr. High Boys Bible Study**
- **Jr. High Girls Bible Study**
- **Elementary School Girls Bible Study (?)**
- **Mentorship**
- **Community Outreach**
- **Student Government Association,**
- **Yearbook**
- **National Junior Beta Club,**
- **YOGA**
- **Robotics**
- **STEM**
- **Tennis**

### ***Behavior***

Any student who has broken the Discipline Guidelines for their grade level will be punished according to that Discipline Policy. Any faculty member may request that added punishment from the coach be administered. The coach and teacher will make determinations on a case by case basis. Any child who is suspended from school will not participate in any sporting or extra-curricular activity for the duration of the suspension.

### ***National Junior Beta Club***

The AYA chapter of the National Junior Beta Club was established in 2004 to recognize students who exemplify high standards of scholarship, leadership, character and service while at AYA. The National Beta Club promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages to students in grades 5-8. Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be: (a) worthy, moral and ethical character, (b) academic aptitude (c) creditable achievement, and (d) commendable attitude. The standards and means for appraising these qualities shall be determined by the administration of AYA. All students must be performing on or above grade level and have no grades lower than an 80 on their Report Card. Their overall Grade Point Average must be at least a 3.0.

### ***Yearbook***

A select group of students in grades 4-8 will be chosen as the staff for the AYA Yearbook. These students will be chosen from applicants who have shown interest in working on publications.

## **School Activities**

### ***School-wide and Class Field Trips***

As part of the required curriculum, AYA classes will take class field trips throughout the year. The purpose of field trips is to enhance the curriculum by taking students to places where their appreciation of history, science, or other subjects of significance can grow.

### ***Class Events***

One of AYA's great advantages is that the sizes of classes are conducive to everyone getting to know each other. The school encourages classes to organize events, trips, and parties throughout the year to build relationships and class unity. We encourage parents to take the initiative in this arena.

## **Parent Relations**

### ***Financial Policies***

AYA will not release a student's transcript until tuition and all other fees are **paid**.

### ***Change of Address***

In order to facilitate communication between parents and the school, please notify the school as soon as possible of any changes in your address phone number, or e-mail.

### ***Parents Prayer Group***

The school hopes that fathers, mothers, as well as other family members will come together regularly to pray for the school. The school will gladly make space available for such meetings.

## ***Community Service***

AYA sees community service as a relational opportunity and thus encourages projects outside the AYA community where personal contact is involved. Each student is encouraged to actively serve his or her community on a regular basis.

## ***Volunteer Hours***

The parents/guardians of children who attend Atlanta Youth Academy commit to partnering with the school staff in order to accomplish our mission and reach high student achievement. As a parent/guardian, we require the following:

- Pre-K through 2nd Grades - 10 hours for the year
- 3rd - 5th Grades - 20 hours for the year
- 6th - 8th Grades - 30 hours for the years

Volunteer hours may be accrued in the following ways: chaperoning a field trip, being a classroom helper, sponsoring a school activity or helping anywhere there is a need. Any family member 18 years and older may serve volunteer hours for the student in their family. You must sign in and sign out of the volunteer notebook to receive credit for your volunteer hours. Failure to serve your time can result in not receiving an invitation back to AYA for the next school year. Schedule your volunteer days and time with your child's teacher.

## **Student Health**

### ***Immunization and Health Records***

All students are required to have a completed and up to date Georgia Certificate of Immunization, a doctor's physical and an emergency contact form on file with the school ***prior*** to the first day of school. By Georgia law, these forms must be updated each year; if these forms are not on file by the start of school, students will not be allowed to begin classes.

### **Medication**

The school cannot distribute any medication—even aspirin—to a student without authorization of the student’s parents or guardian. The school will administer any basic first aid for students according to its blood borne pathogens policy. The school will distribute or administer medication under the following conditions:

***Distribution of Medication: Non-Prescription***

In order to distribute non-prescription medication such as aspirin or ibuprofen, the school must have written permission on file from the student’s parents or guardian. Parents may sign an authorization form which will be placed in the student’s file and be in effect throughout the school year.

***Distribution of Medication: Prescription***

In order to distribute prescription medication, the school must have written authorization of the parents or guardian and specific, detailed, written directions from the student’s doctor explaining how to administer the medication, dosage levels, and frequency. Without each of these items, the school cannot distribute prescription medication.

**Medical and Emergency Procedures**

***Blood borne Pathogens***

Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person’s blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

***First Aid***

All injuries should immediately be reported to the front office, a faculty member, or an administrator. Students should be aware of the blood borne pathogens policy at all times in the administration of first aid. If a person is bleeding, allow the person to wash the wound himself unless the wound threatens life or limb. If someone is severely injured, students should try to keep the person calm and get help as soon as possible by finding a teacher or administrator. If no teachers or administrators are present, call 911 immediately.

### ***HIV Policy***

AYA is aware of the importance and immediacy of the public health crisis regarding the Human Immunodeficiency Virus (HIV) which can lead to Acquired Immune Deficiency Syndrome (AIDS). The school considers the AIDS virus a serious infectious disease and will act in accord with federal, state, and local laws regarding this subject matter. The Americans with Disabilities Act prohibits discrimination based upon a disability, which the Supreme Court recently interpreted to include HIV.

AYA will not exclude students from school based on their being HIV-infected, and the school will not require the screening of students for the presence of HIV antibodies. If the health of an HIV-infected person

deteriorates, any decision regarding his/her attendance or educational program will be based on competent medical advice and will balance the rights of the infected student with the legitimate interest of the school in protecting the health and safety of the remaining students and employees, and other appropriate factors. The school will make every effort to ensure the privacy of each HIV-infected person, keep records confidential, and keep the number of persons aware of the condition to a minimum. AYA recognizes that students suffering from HIV should be dealt with in a fair and equitable manner. The school also expects that any student who is HIV-infected shall act responsibly in dealings with students, school employees, and general public.

### ***Student Medical Emergencies***

If a student becomes seriously ill or is seriously injured while under AYA's supervision, the school will first attempt to contact the student's parents. If the parents cannot be reached, the school will attempt to contact the student's physician and follow his or her instructions. If the student's physician cannot be reached, the school will use their discretion in contacting a properly licensed and practicing physician and follow his or her instructions. If, in the opinion of the physician, the student needs medical or surgical services which require consent before being supplied, and the parents cannot be reached, an AYA administrator is authorized, appointed, and empowered to furnish on the parent's behalf such written or oral authorization as may be required for treatment.

### ***Fire/Tornado Drills***

Fire and/or tornado drills will be conducted periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

### ***Severe Weather Closings***

In the event of inclement weather, parents and students should tune to WXIA Channel 11, WSB Channel 2, WGST Radio 640 am. Please listen closely to official announcements.

### ***Emergency Contact Numbers***

**In the event of an emergency during the office hours of 8:00 a.m. and 6:00 p.m., contact the school office by calling 404-370-1960. After school hours, contact one of the following administrators according to the nature of the emergency: Peter Rooney, Ira D. Dawson, or Mabel L. Jones-Allen. Refer to the directory for contact numbers.**

### **Parent Grievance Procedures**

The AYA faculty is made up of teachers and administrators who are committed to Christ, committed to education, and committed to your child. Since neither faculty, parents, nor students are perfect, problems, conflicts, and communication misunderstandings are bound to arise. We would like for our community to be committed to resolving these problems and conflicts in a Biblical manner. Following are the steps that a parent should follow:

1. If the problem is between a student and a teacher or administrator, as a parent encourage your child, particularly if they are of junior high age, to "advocate for himself or herself" by sitting down with the teacher and trying to resolve the problem. If that does not resolve the problem, then
2. The parent should make an appointment and sit down with the teacher. If that does not resolve the problem, then

3. The parent should request in writing an appointment and sit down with the principal. If that does not resolve the problem, then

4. The parent may request in writing an appointment and sit down with the executive director.

Note: A well-run school that operates in the best interests of the students is managed on the basis of authority, and the Executive Director is the managing authority of the school. At the same time, if a decision or action by the Executive Director goes against a stated policy of the school, then the parent may request in writing to the Executive Director a meeting with a representative of the Board of Directors. A board representative will respond in writing to such a request in a timely manner.

### **Scriptural Mandates Regarding Grievances**

#### **Matthew 18:15-17**

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

#### **James 1:26**

"If anyone considers himself religious and yet does not keep a tight rein on his tongue; he deceives himself and his religion is worthless."

#### **James 3:5**

"Consider what a great forest is set on fire by a small spark. The tongue is also a fire, a world of evil among the parts of the body."

**Response Form**

**I have received a copy of the Atlanta Youth Academy Student/Parent Handbook. I have reviewed this handbook and shared their contents with my child(ren). I understand my child(ren)'s rights and responsibilities as a student enrolled in Atlanta Youth Academy.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand what is expected of me as a student enrolled in Atlanta Youth Academy.

Student Signature and Grade:

\_\_\_\_\_

**MASCOT: THE WARRIOR**

*Therefore, take up the whole armor of God that you may be able to withstand in the evil day, and having done all to stand. Stand, therefore, having girded your waist with truth, having put on the breastplate of righteousness, and having shod your feet with the preparation of the gospel of peace; above all, taking the shield of faith with which you will be able to quench all the fiery darts of the wicked one. And take the helmet of salvation and the sword of the Spirit, which is the word of God.*

*-Ephesians 6:13-17*

