

2017-2018

Student Handbook



**Atlanta North School
5123 Chamblee Dunwoody Road
Dunwoody, GA 30338**

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WELCOME!

We are more than a school; we are a family. Atlanta North School is a fully accredited school that is proud to offer an affordable Christian-based education of exceptional quality for children in grades Pre-Kindergarten through 8th grade. We strive to provide an engaging and safe learning community that allows students to thrive spiritually, socially, physically, and emotionally. Our educators are committed to providing exemplary Christian-based academics through empowered teaching within a personalized classroom setting.

We are passionate about Christian education. For 25 years, we have been providing students with a Christian-based curriculum and acquainting students personally with the Creator of the Universe, the source of all wisdom. Our classroom atmosphere promotes Christian graces such as self-control, cheerfulness, gratitude, courtesy, respect, and reverence.

Our School System

Atlanta North School is one of 39 private Christian schools within the Georgia-Cumberland Conference of Seventh-day Adventists school system. Atlanta North School is located in north Atlanta in the Dunwoody neighborhood. Students attending our school community commute from many locations within the greater Atlanta metro area. The school was established in 1990 and has always provided a Christian-based curriculum in accordance with the great Seventh-day Adventist nationwide and worldwide educational systems. Many students who attend Atlanta North School are members of the Atlanta North Seventh-day Adventist Church. However, enrollment is open to any student and parent who are interested in a high quality education that integrates academic rigor with a focus on spiritual development. We welcome each student and parent to our engaged, safe, and family friendly academic community!

Our Advantage

Students who attend Atlanta North School generally achieve higher success levels than their peers who attend other public or private schools, due to low student-to-teacher ratios, flexible and collaborative learning methods, deep relationships that are formed with parents and teachers, and a nurturing learning atmosphere. In addition, 85% of students who have attended Adventist elementary and high schools enroll in college and 80% graduate with a college degree, compared with a 66% college enrollment rate and 14% completion rate of those who have attended public elementary and high schools.

Cognitive Genesis, (www.nadeducation.org/cognitivegenesis) is a groundbreaking study that compared academic performance of students attending Adventist schools with students attending public schools. Findings from this study indicated that students in U.S. Adventist schools perform on average, a half-grade level higher than the national average and the longer they attend Adventist schools, the greater their academic success.

Our Promise

Our promise to each student and parent is to provide a high quality and affordable Christian-based education. We have a unique, intimate environment of nurturing, encouragement, cooperation, collaboration, and partnership among the students, parents, teachers, and administrators. We strive to inspire students to develop a strong desire for academic success, provide developmentally applicable marketable skills and Christian values, and an overall well-rounded educational experience. Although we are a school that embeds Christian teaching within the curriculum, we welcome students of all faiths and ultimately focus on instilling strong morals and values.

Our Mission

- Lead young people to Christ
- Provide a high quality, balanced educational program that facilitates the development of the student's intellectual, social, emotional, and physical potentials
- Seek to restore in our children the image of God

Our Goals

- Gain knowledge of the Bible
- Espouse a God-centered life
- Aspire to and achieve excellence
- Realize success
- Ensure mastery
- Sustain high academics
- Gain knowledge
- Create a safe environment
- Discover own areas of strengths and aptitudes
- Embrace diversity
- Accept and celebrate individual differences
- Uphold dignity
- Engage team spirit
- Establish student and parent partnerships
- Involve parents and community
- Maintain communications
- Employ credentialed teachers

Our Accreditation

Atlanta North School is accredited with the Seventh-day Adventist Schools by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a member of the National Council for Private School Accreditation (NCPSA), which is approved by the U.S. Department of Education as a school accrediting agency, and by the U.S. Immigration and Naturalization Service (INS) for the purpose of enrolling non-immigrant (F-1) students.

In Georgia, Seventh-day Adventist schools are also accredited by the Georgia Private School Accreditation Council (GAPSAC), which was accepted by the State Board of Education on August 13, 1998, as an accrediting agency. Atlanta North holds an accreditation for having met the requirements established by the Middle States Association of College and Schools (MSA-CESS) Commission on Elementary and Secondary Schools. Atlanta North School also has earned the prestigious accreditation among the Adventist schools as an Adventist Edge school, committed to creating a culture of excellence.

Our Adventist School Test Scores

To find out how Adventist education test scores compare to other school systems, go to www.AdventistEducation.org/assessment/cognitive_genesis/glance.

ADMISSIONS

Attendance at Atlanta North School is a privilege. Students seeking admission agree to support the school's principles, programs, personnel, and act in harmony with the standards of the school. Parents of new and returning students need to complete all documents and online application required for the registration process.

The admissions committee will meet to determine the acceptance of a student based upon the information received during the application process. Once minimum requirements have been determined, the admissions committee recommends the acceptance of the students to the school board. The school reserves the right to refuse admission based upon apparent lack of support for Atlanta North School's mission, standards of conduct, behavior record, academic and attendance record, special needs exceeding the school's available resources and services, outstanding school accounts, or requests to transfer from another school during the middle of the school year.

Formal or informal evaluation testing of students may be required as a tool for admissions and classroom placement. All students are accepted on a six-week probationary basis to determine if there are behavioral or learning concerns that need to be addressed. Under certain circumstances the probationary period may be extended at the discretion of the school.

Age Requirements

- **Pre-Kindergarten:** Students must be 4 years old by September 1 of the current school year
- **Kindergarten:** Student must be 5 years old by September 1 of the current school year
- **First grade:** Student must be 6 years old by September 1 of the current school year

Application Process for New Students

- Parent(s) meets with the principal and administrative assistant to answer questions and ensure initial interest
- A tour of the school is provided
- Parent(s) completes initial application process by filling out the application form and submit \$100.00 application fee
- Atlanta North School sends the parent(s) an email request to fill out the registration forms online via Renweb
- Parent(s) completes the online registration via Renweb and submits
- Teacher recommendation form to be filled out by previous school personnel and returned to school for review
- Request for records from previous school must be completed
- Parent(s) pays the registration fees upon completion of the registration process
- Parent(s) signs financial agreement form
- Parent(s) signs consent to treat form
- Parent(s) signs commitment to uphold school regulations, discuss concerns in respectful manners, and student to remain in good standing with academic and behavior at the school
- Student signs commitment to uphold school regulations, be respectful, be safe, and maintain his or her academic potential
- Parent(s) provides:
 - Birth certificate
 - Georgia State Certificate of Immunization Form 3231
 - Georgia Certificate of Ear, Eye, and Dental Examinations Form 3300
- All records from previous school are received, medical records, and any other requested documentation are reviewed for final approval from admissions committee
- Parent(s) receives letter of acceptance and welcome to Atlanta North School

Application Forms Needed for New Students

- Application form
- Teacher recommendation form completed by previous teacher
- Request for records signed by parent(s)

Application Process for Returning Students

- Parent(s) completes application by filling out the application form and submit \$100.00 application fee to hold seat in the class for the student
- Atlanta North School sends the parent(s) an email request to fill out the returning student registration forms online via Renweb
- Parent(s) completes the online registration via Renweb and submits
- Parent(s) pays the registration fees upon completion of the registration process
- Parent(s) signs financial agreement form
- Parent(s) signs consent to treat form
- Parent(s) signs commitment to uphold school regulations, discuss concerns in respectful manners, and student to remain in good standing with academic and behavior at the school
- Student signs commitment to uphold school regulations, be respectful, be safe, and maintain his or her academic potential

Advanced Promotion or Retention at Any Grade Level

Request for advanced promotion or retention of a student to a higher or lower grade will only be considered after:

- Lengthy discussion among parent(s), teacher, and principal
- Consideration of academic achievement
- Deliberation of student behavior, social, emotional, and developmental appropriateness
- Dialog about the potential global long term future effects of this decision

If advanced promotion or retention of a student is considered appropriate by the parent(s), teacher, and principal, the following steps will be followed:

- Discussion between the principal and the associate superintendent for education at Georgia-Cumberland Conference
- Principals fills out the GCC Proposed Grade Placement form
- The GCC education committee and associate education superintendent make the final decision for the advanced promotion or retention of the student

International and I-20 Admissions Process

Atlanta North School is one of the few private, elementary schools in the greater Atlanta area to offer a quality Christian education to international students from 1st through 8th grades. In order to process an I-20 application, contact the school principal to request the I-20 application through SEVIS. The following documentation for the I-20 application is needed:

- Passport and Birth Certificate
- Guardian's Information
- School Records and Certificate of Enrollment, translated into English
- Letter of Recommendation from the School Teachers, translated into English
- Family Census Register or Family Information, translated into English
- Financial Bank Statement

Upon receiving approval from the country of residence for the student to travel on a student visa, the student is able to complete the enrollment process.

To enroll in Atlanta North School, the following documents are required:

- Student Visa
- Transcripts from Current School, translated into English
- Immunization records, translated into English
(International Students will not be admitted without a current TB test)
- Completed application form (follow the registration process as outlined for all students).

Any questions or help needed, please call the principal for assistance with the process.

Non-Discrimination Policy

Atlanta North School makes no discrimination of ethnicity or race, nation of origin, gender, age, or religion in educational policies, admissions, scholarships, finances, or school-administered programs. The school embraces all students as children of God. The school is authorized under federal law to enroll non-immigrant students.

ATTENDANCE GUIDELINES

All students are to arrive on time each day. Students are expected to be punctual and regular in attendance at Atlanta North School.

School hours

- School begins at 8:15 a.m.
- School ends at 3:15 p.m. on Monday through Thursday
- School end at 2:00 p.m. on Friday

Morning Care

- Begins at 7:30 a.m.
- No cost to parents
- Students enter through the front door and are signed in by the greeter
- Students go to the gym and remain until 8:10 a.m.
- At 8:10 a.m. students transition to their classrooms

After Care

- Begins at 3:30 p.m. and ends at 6:00 p.m. on Monday through Thursday
- Begins at 2:15 p.m. and ends at 5:30 p.m. on Friday
- There is a fee for after care services. The payment of these services is to be arranged with the after care administrator.

Tardy to School

A student arriving after 8:15 a.m. is considered tardy. The front door remains open until 8:30 a.m. with the tardy noted by the greeter upon entrance to the school. After 8:30 a.m. a student must first present to the office to sign in for the tardy.

Absence from School

Absences are excusable for personal illness, death of an immediate family member, medical appointments, or special or religious holidays observed by a student's faith. Written excuses by a medical provider for medical appointments must be presented to the school office upon return to school. It is requested that parents make every effort to schedule appointments at a time discussed with the teacher that results in the least disruption of the student's learning in the classroom. It is the responsibility of the parent to obtain the student's classwork while away from school. Please notify the school office and teacher ahead of time for planned absences to make arrangements for schoolwork to be completed while away from school. For unexpected absences, please contact the student's teacher as soon as possible to discuss a make-up plan to complete classwork and missed assignments.

Early Dismissal or Leaving School Grounds

Students dismissed early must be signed out of the school office by the parent to the custody of the parent (or other authorized adult). Parents must sign in writing prior to departure if a student is to be picked up by someone other than the authorized adults listed in Renweb. Students are to only be dismissed early for emergencies, medical appointments, or other appropriate pre-arranged excused absences. Picking up a student early for the convenience of the parent is not allowed.

Please do not pick up a student within 30 minutes of dismissal unless previously arranged with the office. Please keep early dismissal to a minimum, such as, doctor appointments or after school appointments. Picking up a student early for the convenience of the parent is not allowed.

TUITION INFORMATION AND FEES

The parent(s) of each student is responsible for the financial commitment to cover all listed educational fees. The application, registration and tuition fees required for attendance reflect only a portion of the total cost of providing a Christian education. The members of Atlanta North Church play a key role in maintaining an affordable Christian education. All school financial commitments must be promptly paid due to the ongoing operating costs of the school. The admission fee is required at the time of application to the school. The registration fees are due upon completion of the registration process. The tuition fees vary based upon circumstances and are listed below.

Returning Students: Application and online registration must be completed by March 31. All application and registration fees for the following school year must be paid by March 31. A \$100 discount will be given for completing application, online registration, and payment of application and registration fees by March 31.

New Students: First time students pay both application and registration fees in full.

Application and Registration Fees

Fee	Use	Amount
Application	Application, processing, administrative costs	\$100.00
Registration (includes Technology & Home & School Fees)	Purchase of materials, student insurance, technology upgrades, school events sponsored by Home & School	\$535.00
Total Fees	Paid Upon Completion of Registration	\$635.00

Tuition Rates for an Academic School Year

	Pre-Kindergarten 4 yrs and Kindergarten		1 st through 8 th Grades	
	Yearly	Monthly x 10	Yearly	Monthly x 10
Members of Atlanta North Church of Seventh-day Adventists	\$5,300	\$530	\$4,600	\$460
Seventh-day Adventists, but not members of Atlanta North Church	\$6,330	\$633	\$5,300	\$530
Standard Fees for Community Members	\$7,900	\$790	\$6,600	\$660
International Students on I-20 Visas	Not available	Not available	\$7,900	\$790

Tuition May Be Paid in the Following Ways

The different tuition payment plans are as follows:

- **Annual Plan:** One time payment made by the first day of school with a 5% discount on the total tuition fees
- **Monthly Plan:** 10 months of equal payments of yearly tuition fees made between the first and 10th days of each month (August through May)
- **Sibling Discount:** Families with more than one child may receive a 15% tuition reduction for the second child and subsequent children. The discounted amount applies to the lesser tuition of the enrolled students.

Acceptable Forms of Payment

- Personal checks
- Cash
- Online payments with electronic checks or credit cards (atlantanorthschool.com/student-life/tuition-donation-payment/)

Place of Payment

- Tuition payment is to be paid in the school office, online on the school website, or mailed to the school office address

Payment Due Date

- Tuition is due between the 1st and 10th days of each month

Late Fee Policy

- A \$25 late fee will be applied if the payment is received after the 10th of the month
- Late fee is due upon payment of the account

Bounced Check Policy

- A \$30 fee or any other additional fees from the bank will be assessed to cover the bounced check fee charged to the school
- If a bounced check is realized, then cash payment is required to be made thereafter

Post-Dated Checks

- The school does not accept post-dated checks
- The school is not responsible for the post-dated check charges upon deposit if the check bounces

Refund Policy

- Admission and registration fees are not refundable
- Tuition fees are not refundable upon withdrawal, absence, or dismissal of a student
- Tuition fees will not be refunded if a student has attended at least one day within said month

8th Grade Class Trip and Graduation

- Financial accounts need to be current for a student to participate in the 8th grade class trip
- Financial accounts need to be paid in full for a student to participate in the 8th grade graduation exercises

Scholarships for Qualifying Students

- Limited financial aid is available and distributed to qualifying students
- Scholarships are determined by the financial need of the family income
- Some scholarships depend upon previous and ongoing academic performance
- Scholarships do not cover the application and registration fees
- Limited scholarships are available for monthly tuition assistance

Scholarship Request Process

- Parent(s) meet with the principal to discuss possible financial needs
- Parent(s) fill out scholarship application request to include:
 - Financial combined incomes of the household noted on application
 - Copies of the 1040 tax documents from the previous year to indicate combined family incomes
 - Projection of how much the family is able to commit to paying for yearly or monthly tuition payments
 - Completed application must be returned to the school office by the date discussed with the principal to be considered
- Scholarship request is discussed with the financial committee that consists of the school board chairperson, school board treasurer, and principal
 - Financial committee discusses the scholarship request
 - Further documentation from the parents or discussion with parents may be requested, as needed
 - Principal or school board chairperson reviews with the parents the financial commitment of the parents and the scholarship awarded
 - Parents sign commitment for on-time payment of agreed upon reduced monthly tuition
 - Parents sign commitment to uphold school regulations, discuss concerns in respectful manners, and student to remain in good academic and behavioral standing at the school
 - Student signs commitment to uphold school regulations, be respectful, be safe, and maintain his or her academic potential

DRESS CODE

The dress code policy for students at Atlanta North School is designed to encourage neatly groomed students and to create an atmosphere of equality, integrity, and learning. The dress code applies to all school functions including field trips unless noted otherwise on the permission slip. Please write the name of the student in each outerwear, such as sweatshirts, sweaters, or coats. All outerwear worn in the building to classes needs to be uniform wear. No personalized sweaters or sweatshirts will be allowed.

Uniforms

Shirts: Short or long-sleeved	Polo shirts are to be chosen from light blue, bright blue, navy, white, corn yellow, light gray, and red. All shirts must display approved school logo.
Pants and Shorts	Uniform pants must be navy or khaki. Pants must be no more than 4-pocket style pants. (No cargos, flares, bell-bottom, baggy etc.)
Skirts and Skorts	Skirts and skorts may be navy, khaki, or plaid (specifically chosen plaid) with modest hemlines.
Jumpers	Jumpers for Pre-K through 4 th grade may be navy, khaki, or plaid (specifically chosen plaid) with modest hemlines. All jumpers must display approved school logo.
Sweatshirts with zippers, sweatshirts without zippers, and sweaters	In the cooler months sweatshirts with or without zippers and sweaters in navy or light gray may be worn. All sweatshirts and sweaters must display approved school logo. No hoodies may be over the head in the building. Please clearly mark all outer items with the student's name.
Socks and Tights	Socks or tights must always be worn.
Head and Head-wear	Hair needs to be clean, well groomed, and neat. Extreme hairstyles and hats are not permitted. Young men's hair should be above the shirt collar. Hair dye is not permitted.

Shoes	Shoes are to be flat, closed-toed and closed-heeled, and suitable for recess and PE, such as athletic shoes or flat leather shoes. All shoes need to be tied or buckled for safety. No platforms, heels, sandals, or flip-flops may be worn at any time.
Nails, Jewelry, and Make-up	Clear nail polish may be worn. No jewelry may be worn. Only natural looking make-up may be worn for girls in 5 th through 8 th grade.
Backpacks and Lunchboxes	Age appropriate backpacks and lunchboxes with non-offensive messages or artwork in line with Christian beliefs are to be used. No wheeled backpacks, please.
Coats	Coats for the winter need to be brought to school during the cold weather for students to use when going outside. Please clearly mark the student's name in each coat. Coats must not display movie characters, musicians, sports teams, or inappropriate messages.

Purchase of Uniforms

Uniforms may be purchased at:

- Buckhead Uniforms: logo applied at the store
- Lands' End Uniforms: logo applied at the store
- Purchase uniforms at stores of choice in designated colors and bring to the school to have logo applied for \$5.00 per item

Spirit Wear

On designated days students may wear spirit wear in keeping with the specified theme of the day. All outfits need to remain modest with no movie characters, musicians, sports teams (unless specified), or inappropriate messages. All midriffs are to be covered, hemlines a modest length, and long length shorts.

GENERAL INFORMATION

Phone Calls

The school phones are for business purposes or emergencies only. In the event of an emergency, the school principal or administrative assistant will take the important message to the teacher or student concerned. Students should not receive phone calls or place phone calls during school hours without office permission. Routine information with a student, such as lunches, permission slips, academic assignments, or other details should be arranged with the student before or after school. If a teacher needs to be contacted, please call the school office during the school hours, not the teacher's personal cell phones.

Student Cell Phones or Electronic Communication

Cell phones are allowed at school, but must be kept in backpacks for safekeeping and may not be used during morning care, school time, or aftercare without specific permission from a teacher or staff member. Students may not use cell phones or mobile devices for communication with anyone during the school day. Cell phones are to be turned to silent mode so as not to be a disturbance. Parents, please do not text, call, email, or communicate with the student directly on the mobile devices during the time the student is at school. If the rule is broken, the teacher or principal takes the electronic device from the student.

Technology Acceptable Uses Policy and Chromebook Policy

Each student in grades Pre-Kindergarten through 8th grades and parents or guardians sign a technology acceptable uses policy and Chromebook policy in the online registration process. There are three versions of the policy, depending on the grade level of the student. The parent is required to read the policy with the student before signing the student and parent names electronically to ensure understanding. The Chromebook policy is specific to the laptop computers used by the students.

Chromebook and School Electronic Breakage

If a Chromebook or school electronic is broken, the student and parent are responsible for payment of the repair or replacement as deemed necessary by the school. The student and parent must pay before a student will be allowed the use of another Chromebook or electronic to continue the classwork.

School Emergency Drills

School emergency drills are conducted monthly. Students are required to relocate to designated locations for fire and disaster emergencies. Drill practices are taken very seriously and are logged according to the Georgia state laws and the GCC guidelines.

Security Surveillance Camera System

The school has a surveillance camera system that monitors activity at all exterior doors and playground areas. The monitor screen is in the school office and records all activity at the exits and in the playground areas.

Inclement Weather

In the event of inclement weather,

- Atlanta North School follows the same course of action as DeKalb County Public School system. If DeKalb County is not in session due to inclement weather, then Atlanta North School is not in session.
- Listen to the TV or look online for DeKalb County closings. The school will give 11 Alive News WXIA-TV (www.11alive.com) this information.
- You may also receive an emergency call or email.
- In the event that there are school closure differences, when traveling from other counties please exercise caution and good judgment when traveling.

Lunches

Should students wish to participate, a hot lunch program is provided for the convenience of parents and students. Students may also bring their own lunches. If a student forgets to bring a lunch from home, or leaves it in the car, then the school will provide the student with a hot lunch. The parent will be required to pay later. If a parent would like to join the child for lunch, please arrange in advance.

Lunch Schedule

The lunch schedule varies with the classroom schedules and is as follows:

- Pre-K and K 11:15 a.m.
- 1st and 2nd grades 11:30 a.m.
- 3rd and 4th grades 11:45 a.m.
- 5th and 6th grades 11:55 a.m.
- 7th and 8th grades 12:00 p.m.

Hot Lunch Program Monday through Thursday

Hot lunch is provided Monday through Friday at school as a service for the students. For Monday through Thursday meals, the students may order and pay for the hot lunches yearly, monthly, weekly, or daily. The students may eat every day or specific days of their choice. The payment for the lunch is made directly to the hot lunch provider. The cost is \$5.25 per meal. The menu includes side dishes with drink. Choices are available within the main menu items. The main menu item by the day is as follows:

- Monday: Pasta with sauces
- Tuesday: Vegetarian hamburgers
- Wednesday: Quesadillas and burritos
- Thursday: Sandwiches

Hot Lunch on Friday

Hot lunch is provided on Friday by the 8th graders as a fundraiser for the 8th grade class. The cost is \$5.25 for one slice of pizza or \$6.26 for two slices of pizza along with a vegetable, fruit, dessert, and drink. The payment is made directly to Atlanta North School.

Personal Lunches

Students may bring their lunches from home to school. Please follow these guidelines:

- Please help the student make healthy choices for the personal lunch.
- No soda, caffeinated, or tea drinks in lunches, only healthy juices, milk, or water.
- The school encourages students to bring vegetarian lunches.
- Please send lunches in a lunch box with an ice pack if the lunch needs to remain cool, or in a closed thermos if the lunch needs to remain warm.
- If a lunch is brought after the student arrives at school, please ensure the meal is at the school in time for the child's lunchtime.

Classroom, School, or Birthday Parties

Students are welcome to celebrate their birthdays during lunch at school. Please follow these guidelines:

- Parents or students are requested to make arrangements with the classroom teacher and the school office.
- All food items need to be brought through the school office.
- All nutrition information labels are to be given to the school office for permanent filing.
- If drinks are served, please choose fruit drinks. Drinks with high-sugar content or caffeinated sodas are not allowed.

Home and School Association

The Home and School Association is a volunteer cooperation between Atlanta North School, parents, students, and friends. The Home and School Association blends the involvement of parents with the school for a spirit of cooperation. The association involves volunteers in on-campus activities, projects, fundraisers, fun events, and field trips. A leader chosen by the Atlanta North Church heads the association. Parents and friends of the school community are asked to find ways to be part of this liaison between the school and homes.

Volunteers

Atlanta North School welcomes and encourages volunteers to participate in pre-planned activities in the school. Volunteers are needed to drive students for field trips, assist in the classrooms as room mothers or fathers, help with afterschool events, and many other activities. All volunteers must go through the following process at the school office to be engaged in activities of the school:

- Fill out the volunteer and driving form
- Give copies of the driver's license and current valid car insurance to the office
- Complete the online *Verified Volunteers* course along with the background check
- Provide a copy of the completed *Verified Volunteers* course certificate
- School personnel also verify online for the completion of the course and background check

Field Trips or Class Trips

Field trips and class trips are an integral part of the educational experience at Atlanta North School.

- Permission slips will be sent to parents for written signature by the parent or guardian prior to the field or class trip
- No student may participate on the field trip or class trip without the completed signed permission slip
- Signed permission slips and financial commitment for the field trip need to be returned to the school office by the deadline noted on the permission slip
- School uniforms will be worn for field trips, unless specifically noted previously on the permission slips
- Students are transported via the school bus, teachers, principal, or verified volunteer drivers
- All younger students need to bring their car seats or booster seats in accordance with Georgia law
- All students must be seat-belted in both the cars and school bus and remain seated at all times whilst driving
- School rules for behavior, safety, and respect for others are the same as when at school

School Visits

The school welcomes visitors during the school day to observe or participate, as appropriate, with the school program in action. All parents are asked to enter through the office, sign in, and wear a visitor's badge. If visitation is desired:

- Visits must be arranged with the classroom teacher in advance
- Sign in at the school office and wear a visitor badge before going to the classroom
- If a parent-teacher conference is desired, arrange in advance for a time before or after school
- If a parent needs to speak to a student in person, come to the office, and request the administrative assistant or principal to bring the student to the office

After School Activities

The afterschool activities consist of a variety of options for enhancement of the student's academic life. Choices may change periodically. Choices currently include:

- Yearbook Club for 3rd through 8th grades
- Running Club for 2nd through 8th grades
- Lego Robotics for 5th through 8th grades
- Sports for 5th through 8th grades
- Student Association for 3rd through 8th grades
- Chaplain Team for 5th through 8th grades

For students to be involved in the after school activities, the grades and classwork need to be kept current and in good standing. Students must maintain passing grades and all classwork is consistently turned in to participate in the clubs. All students must have signed permission slips to allow the student to participate for the school year. Signed yearly permission slips are kept in the office.

Library Lending Policy

Students are to check out books from the Atlanta North School library for use in classes, book reports, and projects. In the event of a lost, damaged, or late book, a standard fee of \$25 will be charged to the student account for the replacement of the book. No additional books may be checked out until overdue materials or books are returned or replaced.

MEDICAL ISSUES

In any event that a student becomes sick, has been injured, or does not feel well, the school calls and makes best attempts to reach one of the parents or guardian. If no one is reached, then attempts to leave a voicemail, send a text message, and/or email are made. If parents or guardians are not reached, then the other contact numbers provided by the parents are used.

Sickness Policy

- Keep your student home if he or she has been or is currently running a fever
- Keep your student home if he or she has a temperature of 100 degrees F or above
- Keep your student home until he or she has been fever-free for at least 24 hours without fever reducing medications
- Please do not give your student medication to reduce a fever and then send him or her to school
- If the office has called the parent to pick up the student, please make every effort to come as soon as possible

Prescription and Non-Prescription Medication

If students need to have prescription or non-prescription medicine administered during school hours, the parent needs to fill out the Medication Administration Form. This form needs to be signed by both the parent and the student's physician. The following guidelines need to be followed:

- The signed and dated medical administration form is kept in the school office
- All medication must be kept in the school office or principal's office
- No medication may be kept or in possession of the student (except see Students with Allergies)
- All medication must be in an original pharmaceutical container
- All medication needs to be clearly labeled with the name of the student, dosage, and time to be given

- If the medication is to go home after school, the parent must come in-person to the office to claim the medicine
- No non-prescription medications, such as aspirin, Tylenol, cough medications, over-the-counter medications, or otherwise may be administered to students by the school without the medication administration form completed

Students with Allergies

The goal of the school is to provide a safe environment for all students. The school cannot guarantee that students with allergies will not be exposed to potential allergens within the school environment. Utmost care will be given to manage a child's allergy condition when parents have notified the school and teacher of the concern.

Parents should do the following:

- Notify the school in the online registration of the student's allergy
- Work with the principal and teacher to develop a plan to minimize potential exposure
- Provide medical doctor's plan to follow in case of the allergic reaction
- Train the student how to avoid potential exposure to allergens
- Train the student on what to do should an allergic reaction occur
- If medication, such as an EpiPen or inhaler, is required, the medication administration form is to be completed and kept in the school office
- A duplicate medication, such as the EpiPen or inhaler, may be kept in the classroom or with the student through prior arrangement with the school office
- Students with food allergies may be requested to bring all food and drink from home as a cautionary measure

Asbestos Notification

Atlanta North School was built in 1990. The school and church buildings are free from all forms of asbestos and are in compliance with regulatory guidelines.

Accidents at School

Accidental insurance is provided for each student and is included in the registration fee. If a student is in an accident and needs medical attention, the school office provides the claim form to the parent. The claim form is completed by the hospital or physician and needs to be returned to the school office as the insurance company dictates. Claim forms are available in the school office. It is the sole responsibility of the parent to complete the form and return it to the school office within the designated timeframe.

STUDENT BEHAVIOR

Atlanta North School works diligently to ensure a safe environment for each student. Each student is expected to maintain self-control, respect for each classmate and student in the school, no bullying, and follow the school rules for working and playing together with other students. Students must have a full understanding of the expectations for acceptable behavior. The school considers each student a child of God and promotes a Christian atmosphere of respect.

Standards of Conduct

Expectations include:

- Respect the Lord's name and use it reverently
- Be respectful toward teachers, staff, and other students in both word and action
- Be respectful of your school, guarding how you speak of it and treat the property
- Respect other students by using your own equipment
- Use self-discipline in all situations
- Deal honestly with yourself and God by completing your own classwork, tests, book reports, homework, projects, and any other school work
- Bring only academically and Christian appropriate books and materials to school
- Be positive and speak kind words
- Bring honor to God, your family, and your school with proper conduct and behavior
- Be helpful to your friends and teachers at school
- Engage in teamwork with other students to do your part

Practices not allowed:

- Fighting in school, before, or after school
- Bullying in school, before, or after school
- Cyber-bullying online at school or at home, or any form of cyber-bullying in any electronic or social media
- Sexual harassment of anyone or by anyone

- Students may not post malicious and hurtful content on the Internet or on any form of electronic or social media
- Purposely bumping, grabbing, hitting, kicking, poking, punching, slapping, tripping, touching, etc. of another person
- Possession or use of tobacco, alcoholic beverages, illicit drugs, vapes, medications, or controlled substances
- Speaking unkindly or undermining the Christian ideals of the school
- Use of profane language, possession, comments or displaying obscene literature, pictures, electronic media, or social media
- Dishonesty, including theft
- Cheating, copying another student's work, or another person doing your homework
- Plagiarism, such as copying homework from the Internet, or any form of copying another's work and calling it your own work
- Inappropriate use of the Internet or any other technology
- Disrespect, disobedience, or poor attitude to friends, teachers, or any member of the school
- No use of skateboards, scooters, in-line skates, roller skates, skate shoes, or other forms of movement deemed unsafe by the school
- No use of personal cell phones, mobile devices, televisions, radios, or other electronic devices when at school
- Possession of harmful devices or weapons, such as guns, knives, matches, firecrackers, etc.
- Vandalism, stealing, destroying the building, or harmful defacing of the building
- Gambling, betting, possession of playing cards or other gambling devices
- Selling of personal items to make money for personal gain
- Bringing pets to school without prior permission
- Eating food in the classroom, chewing gum, candy, or flavored drinks unless prior permission from the school
- No gum chewing or \$10.00 fee for each incident

- Running or jumping in the building except in the gym during PE classes and recess time
- Gum chewing is not allowed anywhere on campus. Carpets, desks, sidewalks, playground, and parking lots need to remain clean and free from disposed gum

Anti-Bullying Training

The school does not tolerate any form of bullying of any student. The school is actively engaged in training the students each week on how to recognize and refrain from bullying other individuals through the Olweus anti-bullying training known as *Love is Golden* at Atlanta North School. The principles guiding the policy are stated in four rules and Bible texts learned by all students. The rules and Bible texts state:

Rule 1: We will not hurt anyone with our words or actions

Rule 2: We will help students who are hurting

Rule 3: We will include students so no one is left out

Rule 4: If we know that somebody is being hurt, we will tell an adult

Do to others as you would have them do to you. Luke 6:31

Love one another. As I have loved you, so you must love one another. John 13:34

Bullying Policy

Students are not allowed to bully or participate in any form at school or in school sponsored functions. Bullying is unwanted, aggressive behavior among students to gain real or perceived power imbalance. Bullying may include shunning, isolating, or excluding another student. Should the school become aware of such behavior, disciplinary action is taken.

Sexual Harassment Policy

Students, teachers, staff members, or volunteers may not participate in, or allow any act of harassment that degrades, injures, disgraces, undermines or detracts from the student's educational experience or opportunities. Harassment includes jokes, intimidation, bullying, inappropriate touching or exposing, comments about inappropriate content, belittling the opposite gender, demeaning comments about sexual orientations, disparaging remarks about race, ethnicity, religion, national origin, age, gender, or physical appearances, etc. This type of behavior is not tolerated and is to be reported to the teacher and principal immediately. Sexual harassment is not allowed at school. Should the school become aware of such behavior, disciplinary action will be taken.

Discipline

Discipline methods used by the teachers or principal are consistent and appropriate to each age and developmental level of the student. Each teacher outlines the classroom management procedures at the beginning of the school year. Every effort is made to have the discipline an informative and redemptive process to create a renewed situation to move forward in a positive manner. The willingness of the student and cooperation of the parents or guardians for changed behavior is expected to facilitate a learning opportunity and appropriate outcome.

Disciplinary Actions

Disciplinary actions may include one or more of the following, as appropriate:

- Speak with the student
- Phone call to parent(s)
- Parent(s) called for early pick-up of student due to behavioral infraction
- Meeting with teacher, student, parent(s), or principal as appropriate
- Individualized discipline plan developed and followed
- Facilitate apologies when needed
- Written commitment for future behavior in a written contract
- Written assignment appropriate to the infraction
- Parent(s) is asked to sign a daily report until student maintains self-discipline
- Limiting recess activity with friends, such as, running laps or exercises
- Limiting time with friends, such as eating alone during lunchtime
- Creative activities that fit the infraction
- Points removed from a classroom reward program
- Restitution when appropriate
- Supervised academic or physical activity
- Individualized discipline plan developed and followed
- Behavioral or academic contract
- In school or out of school suspension
- Expulsion or asking the student to withdraw from the school as the last resort

COMMUNICATION

Communication between the Parents and the School

Open communication among the school, parents, and students is vital to a successful school year. Communication with parents is critical for academic achievement for each student.

Communication with the parents is realized in the following ways:

- Weekly classroom emails or sheets are sent outlining the week's assignments, goals, and activities
- Chalkboard is sent every Thursday as the school communication via email
- Chalkboard is posted on the school website under Student Life dropdown
- Calendar and events is posted on the school website and the weekly Chalkboard
- Check the School website, AtlantaNorthSchool.com
- Individualized emails, texts, or phone calls from the school office, principal or teachers, as needed
- If a parent(s) needs to speak with the teacher, set up an appointment in carpool line with the teacher, call the office to set up a time, or email the teacher with a request for a meeting
- Remember, no communication with teachers during the school day, such as phone calls, texting, emails, or other means of communication
- Call the school office during the school hours with questions, concerns, or messages for both students and teachers

Interpretation of School Policy

The principal and school board reserve the right to change, formulate, and implement policies, rules, and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school.

If an interpretation is questioned or disputed by a student, parent, or guardian, then the principal, the principal in consultation with the school board chairperson, or the school board will determine the final say. These policies are equal in force and are not subject to legal interpretation of wording or intention.

Communication for Conflict Resolution

All effort needs to be employed to ensure successful communication between the parents and the school. If communication has ceased and conflict resolution is needed, then the following steps are to be followed:

1. Discuss the situation with the child's teacher
2. If amiable agreement cannot be reached, a conference is set up with the parent, teacher, and principal
3. If further assistance is needed, contact the Atlanta North School board chairperson in writing
4. The school board chairperson will have a meeting with the parent and principal
5. If conflict is still unresolved, an email or phone call to the Associate Superintendent of Education in GCC may be made
6. If all steps are unsuccessful and the concern remains unresolved, then a final appeal of the issue may be made to the Atlanta North School board. The teacher, parent, principal, school board chairperson, and associate superintendent of education are requested to be present with the school board. If the parent is a school board member, then he or she removed him or herself from the decision-making process. The school board makes a final resolution to the concern, and then all parties are officially notified in writing of the decision.
7. No school board member may be individually contacted to solve the conflict or problem

ACADEMICS

Atlanta North School strives for educational excellence. The school is committed to upholding the value of learning for each student. Atlanta North School offers a Christian curriculum based on a foundation of standards. The curriculum guides developed by the Adventist education system outline the standards and performance expectations, based on state and national standards that are correlated with the goals and essential core elements of the North American Division Journey to Excellence. Curriculum and standards may be viewed at www.adventisteducation.org/curriculum/elementary/standards.

Academic Honors

Students are encouraged to engage in academic excellence. Academic honors are celebrated at the end of each quarter as noted on the report cards with the following honors:

- **Principal's List:** Student maintains all A's and receives commendations for the highest standing for excellent achievement
- **Honor Roll:** Student maintains all A's and B's and receives congratulations for good achievement
- **Perfect Attendance:** Students are honored who have not missed any days of school and have not arrived tardy during the quarter

Parent Teacher Conferences

Parent teacher conferences are held at the end of the first quarter for all students. Parent teacher conferences are held, as needed, at the end of the third quarter. Conferences are a formal time to meet with parents and discuss the academic achievements, challenges, and ways to improve the learning for each student, or enrich the learning. The conference is a time to discuss a balance of both opportunities for improvement, as well as areas of strength. Parents are encouraged to come prepared with questions and feedback to improve each student's academic experience at Atlanta North School.

Parent teacher conferences may be arranged for other times between grade report cards, or at any time of need to assist a student with their academic achievement.

Report Cards

Report cards are issued the week following the end of each four quarters. The report cards are hand-delivered to parents or mailed to the home address. Progress reports are given for Pre-Kindergarten and Kindergarten, and report cards are given for all students in 1st through 8th grades.

Online Grades

Renweb is the online program where parents and students are able to access their grades and attendance. Parents are encouraged to ensure that they have a current account and check RenWeb often. All grades for assignments, projects, and tests are progressively entered for parents to stay informed about their student's progress. The process is as follows:

- Go to Renweb login page
- The district code is GCC-SDA (full caps with a hyphen)
- The username is your email address on file with Atlanta North School
- If any difficulties arise, please call the secretary at the school for support
- Convenient Renweb Apps for iPhone and Android are available

Assignments and Homework

All assignments and homework are due the next day for homework assignments, unless a specific date has been given for an assignment or project spanning multiple days. For each day the assignment is late, points or a percentage will be removed from the final grade. Students are responsible to complete all assignments to the best of their ability.

Missed Assignments Due to Sickness

All student classwork and assignments missed due to sickness or excused absences are to be made up after the absence from school or if possible before the absence from school. Parents and students are to work closely with the teacher and school to complete all missed assignments. Students are allowed one day to make up missed assignments for each day missed due to sickness or excused absence.

Homework Detention for Missing Classwork

- Three missed assignments—one day allowed to make up the assignments with 25% loss of grade.
- Subsequent missed assignments—student must stay with the afterschool tutor to make up the missed assignments. Parents is required to make payment to the tutor for the tutoring time. Parent will be notified by the office when told by the teacher.
- If a student does not do the classwork on a consistent basis, then the student must have consistent planned tutoring to stay on task with the classwork. The parent will pay for the tutoring.
- No extra credit is given for improving the grades for missed work.
- Student may not participate in afterschool clubs for the rest of the quarter. If the student is consistently turning in all of the classwork assignments, then the student may be considered for returning to afterschool clubs the following quarter.

Assignment Planner Books

Assignment planner books are given to each student in 3rd through 8th grades to write each daily class assignment in the book. Teachers take the time to reiterate all assignments to be written in the planner. Each student is responsible to daily write all assignments in the book as a continuous reminder of when assignments are due. Parents should look in the assignment book each day to confirm the completion of student classwork.

SHAPING LIVES FOR SUCCESS

THANK YOU

Atlanta North School thanks all parents for reading the Atlanta North School Student Handbook. We thank you for helping your student follow the guidelines for student achievement and success. If there are any questions after reading the handbook or at anytime during the school year, please contact the principal for a greater understanding of expectations.

May God richly bless each of you parents and your students. We count it a privilege to work together for academic excellence in a safe Christian environment where students are shaping lives for success!