

2020-2021

Student Handbook



**Atlanta North School
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WELCOME!

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

We are passionate about Christian education. For 28 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. The school is located in north Atlanta in the city of Dunwoody. Students attending our school commute from many locations within the greater metro Atlanta area. The School, established in 1990, provides 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 students who are interested in a high quality education that integrates academic rigor with a focus on spiritual development. We welcome students to an 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.

Cognitive Genesis, (www.nadeducation.org/cognitivegenesis) is a groundbreaking study that compared academic performance of students attending Seventh-day Adventist schools with students attending public schools. Findings from this study indicated that students in 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 nurture, 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.

School Board Members

- Angeline Weems, Principal
- Villard Bastien, School Board Chairperson
- John Satelmajer, Treasurer
- Elizabeth Satelmajer, Home and School Leader
- Edgar Alquinta, ANC Pastor
- Scott Linton, ANS Associate Pastor
- Samuel Mihordea, ANC First Elder
- Shelly-Ann Bowen
- Christopher Burton
- Rebecca Cross
- Aregay Desta
- Lawrence Kiage
- Fadi Nahab
- Kaz Sanocki

Our Mission Is To:

- 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
- Prepare students to be good citizens in this world and for eternity

Our Goal Is To:

- Espouse a God-centered life through Bible studies
- Aspire to and achieve academic excellence
- Create a safe environment
- Discover students' areas of strengths and aptitudes
- Embrace diversity
- Engage team spirit
- Establish student and parent partnerships
- Involve parents and community
- Maintain communication

Our Accreditation

Atlanta North School is accredited by the North American Division Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities; the National Council for Private School Accreditation (NCPSA), which is approved by the U.S. Department of Education as a school accrediting agency; the Middle States Association of College and Schools Commission on Elementary and Secondary Schools (MSA-CESS); 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 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 School has also earned the prestigious accreditation among Seventh-day Adventist schools as an Adventist Edge school, committed to creating a culture of excellence.

Our Adventist School Test Scores

To learn how Seventh-day Adventist education test scores compare nationally 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 enrollment 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 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 will be required as a tool for admissions and classroom placement. All students are accepted on a six-week probationary period to determine whether behavioral or learning challenges exist. These must be addressed and improved for students to remain in the school. 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/Guardian meets with the principal and administrative assistant to respond to questions and establish initial interest
- A tour of the school is provided
- Parent/Guardian completes the initial application process by filling out the application form and submitting \$100.00 application fee
- Parent/Guardian pays the registration fees upon acceptance to the school
- Atlanta North School sends the parent/guardian an email request to complete the enrollment forms online via Renweb
- Parent/Guardian completes the enrollment online via Renweb and submits completed forms to the school
 - Parent/Guardian must sign an Image Release Form that either grants or denies permission for your child's image to be used in school publications
- Request for records from previous school must be completed
- Teacher recommendation form to be filled out by previous school personnel and returned to school for review
- Parent/Guardian signs financial agreement form
- Parent/Guardian signs consent to treat form
- Parent/Guardian provides:
 - Birth certificate
 - Georgia State Certificate of Immunization Form 3231
 - Georgia Certificate of Ear, Eye, and Dental Examinations Form 3300
- After academic, medical, and any other requested records from previous school are received, documents are reviewed for final approval from the Admissions Committee
- The application process includes a formal test to determine grade level
- Parent/Guardian receives letter of acceptance and welcome to Atlanta North School

Application Forms Needed for New Students

- Completed application form
- Teacher recommendation form completed by previous teacher
- Request for records signed by parent(s)
- Consent to Treatment form with medical information

Application Process for Returning Students

- Parent/Guardian completes application by filling out the application form and submit \$100.00 application fee to ensure student has a place in the class
- Atlanta North School sends the parent/guardian an email request to fill out the returning student enrollment forms online via Renweb
- Parent/Guardian completes the online enrollment via Renweb and submits it to the school
 - Parent/Guardian must sign an Image Release Form that either grants or denies permission for your child's image to be used in school publications
- Parent/Guardian pays the registration fees upon completion of the enrollment process
- Parent/Guardian signs financial agreement form
- Parent/Guardian signs consent to treat form
- Parent/Guardian signs commitment to uphold school regulations, discuss concerns in a respectful manner, for student to remain in good standing academically and behaviorally in 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 with parent(s), teacher, and principal
- Consideration will be given of academic achievement of the student
- Deliberation of student behavior, social, emotional, and developmental appropriateness
- Dialogue 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:

- The principal presents the request to the associate superintendent for education at Georgia-Cumberland Conference
- The principal completes the GCC Proposed Grade Placement form
- The GCC Board of Education makes the final decision for the 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. Interested parents/guardians should contact the school principal to request the I-20 application through SEVIS. The following documentation for the I-20 application is needed:

- A current 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 does not discriminate on the basis 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 ends at 2:00 p.m. on Friday

Morning Care

Contact school for current arrangements and availability.

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

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.

Leaving School Grounds

Students leaving school early must be signed out in the school office by the parent or other authorized adult into whose custody they will remain. Parents must inform 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.

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.

Drop Off & Pick Up

Refer to the COVID-19 Protocols and Procedures document for details and description of operation.

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 application fee is required at the time of application to the school. The registration fees are due prior to completion of the enrollment process. The tuition fees vary based upon circumstances and are listed on the following page. While the cost of education for each student is presented in our full tuition rate, we are thankful for the generous scholarships provided by Atlanta North Church and its members that we are able to offer to students upon acceptance into our school.

Returning Students: Application and online enrollment must be completed by March 31. All registration fees for the following school year must be paid by March 31. A \$100 discount will be given for completing application, online enrollment, and payment of 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	\$590.00
Total Fees	Paid Upon Completion of Enrollment	\$690.00

Tuition Rates for the 2020-2021 Academic School Year

Pre-K & Kindergarten	ANC Member	Other SDA Member	Community Member	Int'l I-20
Full Tuition	\$11,500	\$11,500	\$11,500	N/A
ANC Scholarship	-\$5,825	-\$4,700	-\$3,050	N/A
Net Tuition	\$5,675	\$6,800	\$8,450	N/A

1st-8th Grades	ANC Member	Other SDA Member	Community Member	Int'l I-20
Full Tuition	\$11,500	\$11,500	\$11,500	\$11,500
ANC Scholarship	-\$6,550	-\$5,825	-\$4,400	-\$3,050
Net Tuition	\$4,950	\$5,675	\$7,100	\$8,450

Tuition Arrangements and Details

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
- Payment is required to be made in cash 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

- Application 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 and 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
- 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/Guardian meets to discuss possible financial needs with the principal
- Parent/Guardian completes the scholarship application request to include:
 - Financial combined incomes of the household noted on application
 - Copies of the 1040 tax form from the previous year indicating combined family incomes
 - Projection of how much the family is able to commit to pay 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 reviewed 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, royal 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, tight, etc.)
Skirts and Skorts	Skirts and skorts may be navy, khaki, or plaid (specifically chosen plaid) with knee-length hemlines.
Jumpers	Jumpers for Pre-K through 4 th grade may be navy, khaki, or plaid (specifically chosen plaid) with knee-length 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	Navy or white socks or tights must always be worn.
Hair 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	Flat black shoes/sneakers, closed-heeled, suitable for recess and PE, must be worn. 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 or natural/pastel-colored 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 and 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 inappropriate messages, themes, or characters.

Purchase of Uniforms

There are three options to purchase uniforms:

- Purchase uniforms at stores of choice in designated colors and bring to the school to have logo applied for \$5.00 per item
- Lands' End Uniforms: logo applied at the store
- Purchase secondhand uniforms at the school for \$2 apiece

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 knee-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 phone.

Student Cell Phones or Electronic Communication

Cell phones must be kept in backpacks for safekeeping and may not be used during morning care, school time, or after care 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. Parents should refrain from communicating in any form with the student directly on their mobile devices during the time the student is at school. If the rule is broken, the teacher/principal will confiscate the electronic device from the student. The principal will determine the length of time before it is returned to the parent.

Technology Acceptable Uses Policy and Chromebook Policy

Each student, parent or guardian will sign a technology acceptable uses policy during online enrollment. This encompasses the use of Chromebook and tablets. 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 their names electronically to ensure understanding. The Chromebook policy is specific to the laptop computers used by the students.

Chromebook/Tablet School Electronic Breakage

If a Chromebook/tablet 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/tablet or electronic to continue the classwork.

School Emergency Drills

School emergency drills are conducted monthly. Students are required to move 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, hallways, church, playground areas, and music classrooms. The monitor screens are in the school and church offices and records all activity at the exits and in the playground areas.

Inclement Weather

In the event of inclement weather,

- Atlanta North School generally follows DeKalb County Public School system, unless otherwise determined by the school.
- 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 will also receive an emergency call or email.
- In the event that there are school closure differences in other counties, please exercise caution and good judgment before 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 12:00 p.m.
- 7th and 8th grades 12:15 p.m.

Hot Lunch Program Monday through Thursday

Hot lunch is provided Monday through Thursday at school. Students may eat every day or specific days of their choice. For Monday through Thursday meals, the students may order and pay for the hot lunches yearly, monthly, weekly, or daily. The payment for the lunch is made directly to the hot lunch provider. The cost is \$6.00 per meal. The menu includes side dishes with drink. Choices are available within the main menu items. A list of ingredients can be supplied upon request. The main menu item by the day is as follows:

- Monday: Pasta with choice of sauce
- Tuesday: Vegetarian hamburgers
- Wednesday: Quesadillas or burritos
- Thursday: Mac & cheese or mashed potatoes, veggie nuggets

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 \$6.25 for two slices of pizza along with vegetables, fruit, dessert, and drink. Individual slices are sold for \$2.00. The payment is made directly to Atlanta North School.

Personal Lunches

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

- Help students make healthy choices for the personal lunch.
- No soda, caffeinated, or tea drinks for lunch; only healthy juices, milk, or water.
- No excessive amounts of dessert, such as bags of candy.
- 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.
- No use of microwaves at the school.
- 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 home.

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
- School personnel will verify online 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 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
- Cell phones are not allowed during transport or activity, only if approved for picture-taking prior to the trip
- 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 while 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. 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 after school activities consist of a variety of options for enhancement of the student's academic life. Attendance is a privilege, and thus, behavior issues will not be tolerated. If discipline or disinterest becomes an issue, then the student is not allowed to attend after school activities in the future.

For students to attend the afterschool activities, all grades and classwork need to be kept current and in good standing. Students must maintain passing grades and all classwork consistently turned in to participate in the clubs. All students must have signed permission slips, kept in the office, to allow student participation for the rest of the school year.

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, replaced, or paid for.

Personal Property

Atlanta North School is not responsible for the damage or loss of personal property brought to the school.

MEDICAL ISSUES

In the event that a student becomes sick, has been injured, or does not feel well, the school will call and attempt 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 will be made. If parents or guardians are not reached, then the other contact numbers provided by the parents will be used.

Sickness Policy

- Keep your student home:
- If he or she has been or is currently running a fever of 100 degrees F or above
- Until he or she has been fever-free for at least 24 hours without fever reducing medications
- If he or she has a stomach-related illness
- 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/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 enrollment 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. Bullying is prohibited. Students must 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
- Respect teachers, staff, and other students by both words and actions
- Respect the school, guarding how you speak about it and treat the property
- 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

Practices not allowed:

- Fighting
- Bullying
- Cyber-bullying online at school or at home
- 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 during school
- Possession of harmful devices or weapons, such as guns, knives, matches, firecrackers, etc. (including toy weapons)
- 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, candy, or flavored drinks in the classroom unless prior permission from the school is given

- 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
- No gum chewing or \$10.00 fee for each incident

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*. 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 will be taken. Should bullying be reported, severe consequences will result, including suspension and expulsion.

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 pick-up of student due to behavioral infraction
- Meeting with teacher, student, parent(s), or principal as appropriate
- Individualized discipline plan developed and followed
- Require apologies when needed
- Written commitment for future behavior in a written contract
- Written assignment appropriate to the infraction
- Parent(s) asked to sign a daily report until student maintains self-discipline
- Trade recess activity with friends, for activities 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 the academic achievement of each student. Communication with parents is realized by reading the following:

- The weekly classroom emails or newsletters sent outlining the week's assignments, goals, and activities
- Chalkboard which is sent every Thursday as the school's communication via email
- Chalkboard is posted on the school website under Student Life dropdown
- Calendar and events are posted on the school website and the weekly Chalkboard
- Individualized emails or phone calls from the school office, principal or teachers, sent as needed
- If a parent needs to speak with the teacher, kindly set up an appointment with the teacher, call the office, or email the teacher with a request for a meeting
- Remember, there should be no communication with teachers during the school day; no phone calls, texting, emails, or other means of communication
- The school's office can be called during 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, 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 an amiable agreement is not reached, a conference is set up with the parent, teacher, and principal
3. If further consultation 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 the concern remains unresolved, 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 will be present with the school board. If the parent is a school board member, he or she will remove himself 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 North American Division of Seventh-day Adventists outlines the standards and performance expectations, based on state and national standards. 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 who have not missed any days of school and have not arrived tardy during the quarter are honored

Parent Teacher Conferences

Parent-teacher conferences are held at the end of the first and third quarters for all students. Parent-teacher conferences are held, as needed, at the end of the second quarter. Conferences are a formal time to meet with parents and discuss the academic achievements, challenges, and ways to improve or enrich student 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 the email address on file with Atlanta North School
- Should 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.

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 any time 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!