

**The Atlanta Adventist International  
School**

La Escuela Adventista Internacional  
de Atlanta

***STUDENT HANDBOOK***

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## **Our Mission**

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To honor God by preparing children for a life of excellence in this world and in the world to come.

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## SUMMARY OF VISION AND GOAL STATEMENTS

ABBREVIATED GOAL STATEMENTS	ABBREVIATED VISION STATEMENTS			
	I	II	III	IV
	<u>Academic Excellence</u>	<u>Access to Adventist Christian Education</u>	<u>Inspiration</u>	<u>Service</u>
	PASSION FOR KNOWLEDGE AS THE FOUNDATION FOR WISDOM	ACCESS TO ALL VIA COMMUNITY CAMPUSES, AFFORDABLE TUITION AND TECHNOLOGY	BLEND OF INSPIRED PEDAGOGY, TECHNOLOGY AND SPIRITUALITY	DYNAMIC CHRISTIAN SERVICE
1	Attract Gifted Adventist Christian Professionals as Role Models	Provide Strong Fiscal Management	Globally Integrate Superior Quality IT into all Institutional Operations	Promote Spirituality through Community Service
2	Create a Caring Work Environment	Enhance Product Value by Efficiently Using Existing Resources	Confirm that all Faculty use and receive support for IT-Enhanced Instruction and Communication	Cultivate Volunteer Services for the School
3	Maintain High Expectations for Behavior and Academic Performance	Cultivate Philanthropy and Other Forms of External Funding	Promote Classroom Spirituality	Seek to Improve the Home Environment of our Students
4	Motivate All Staff and Students to Pursue Mastery of Written and Verbal English and Spanish	Plan for Future Growth in Enrollment	Use Teaching Methods that Seek Mastery of Subject Matter	Seek National and International Opportunities for Service
5	Provide Faculty Opportunities for Professional Development			
6	Encourage Faculty to Obtain Additional Endorsements, Certifications and Degrees			

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## **Background / *Trasfondo Histórico***

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In August of 2005 the Chamblee Adventist Junior Academy was founded at the Chamblee Spanish Seventh Day Adventist Church in Atlanta, Georgia. The opening of this school was the fulfillment of the dream of brother Emeterio García with support from Pastor Guillermo Arévalo and his wife Herty. Fernando Lista-Oleynick, a recent arrival from Argentina, accepted the challenge of opening the first Adventist school in Atlanta to operate under Hispanic leadership. With dual training as a teacher and a minister of the Gospel, Fernando's service was blessed with growth in enrollment from 4 students the first year to 13 students the second year. In this second year, Jeanette Rosich joined the team and served as a teacher's assistant. By the end of the second year it had become clear that the facilities at Chamblee Spanish could not accommodate the anticipated growth in enrollment. This led to the forging of an alliance with the Central Spanish SDA Church that has since grown to include a total of 8 churches (6 Hispanic) and two conferences (South Atlantic and Georgia Cumberland). This alliance is based on the concept that existing resources should be used in the most efficient manner possible for the benefit of all.

On June 6, 2007 the former Chamblee Adventist Junior Academy became the Atlanta Adventist International School with 2 campuses, one to the north and one to the south of the city. Grades K through 5 will be offered the first year with plans to add grades 6-8 the following year. In spite of its humble beginnings, the Atlanta Adventist International School is an emerging a pioneering institution in Adventist education with a unique method of bilingual language instruction based on music, drama and Bible study. On behalf of the Board of Trustees of AAIS, Dr. Wayne B. Harris wishes to express his heartfelt gratitude to everyone who has placed their trust in the International School. We are confident that with God's guidance our ministry will flourish.

# STATEMENT OF ACCREDITATION

AAIS is approved by the North American Division of Seventh-day Adventists and certified by the South Atlantic Conference of Seventh-day Adventists.

## NONDISCRIMINATION POLICY

AAIS admits students of any race, color, ethnicity or religion to all the rights, privileges and activities generally accorded or made available to students at the school. Further, AAIS makes no discrimination on the basis of race, color, ethnic origin or religion in admission or educational policies, application for admission, extracurricular programs or any other benefit of the school.

## ADMISSION PROCEDURES

### **A. Qualifications**

AAIS will admit only those students who are willing to comply with the guidelines of the philosophy and objectives of AAIS, which upholds the beliefs of the Seventh-day Adventist Church, and who will cheerfully endeavor to live in harmony with the principles of the school.

AAIS welcomes students of any race, color, ethnic background, country or origin or gender to all the rights, privileges, programs and activities made available to students at the school.

Students must be in good academic standing at their previous school and have average mental abilities and a desire for learning. AAIS is unable to accept students who have serious scholastic, physical, or behavior problems.

### **B. Admissions and Registration**

All prospective students must have an application on file. Applicants will be considered for admission after the following have been completed and received:

1. Entrance exam.
2. Application and application fee
3. Citizenship report, school records and transcript

Each application will be evaluated and written notification regarding acceptance will be sent via U.S. Mail. Applications may be obtained from the school office.

### **C. Chronological Age**

A student entering kindergarten should be five years old by September 1, of the current year. A student entering the first grade should be at least six years old by September 1, of the current year. This policy is in accordance with the South

Atlantic Conference of Seventh-day Adventist and the State of Georgia.

#### **D. Testing**

The application process includes, requiring all prospective students to take an entrance exam prior to being accepted as a student of AAIS. Parents and prospective students are also interviewed. This will help determine how we can best serve students entering AAIS.

#### **E. Medical Examinations and Immunizations**

The State of Georgia requires all students entering kindergarten, first, fourth, and seventh grades and all new students to take a medical examination or provide proof of one taken within the last twelve (12) months.

All students entering the Atlanta Adventist International School must have, in accordance with the Georgia Department of Human Resources documented proof of the following immunizations:

1. Diphtheria, Pertussis, Tetanus - Three injections plus one booster. Three (3) injections of DPT for grades 1-6 if injection started at age six.
2. Oral polio - Three (3) doses plus one booster.
3. Rubella (ten day measles) - injection or had the disease up to age 10.
4. Tuberculosis Skin Test - required of all students entering AAIS for the first time at all grade levels. Documentation of tuberculosis skin test results completed within a year prior to admission is permissible.
5. Mumps
6. Hepatitis B
7. Varicella

Students are given thirty (30) days after they enter school to provide written proof of immunization. After the initial 30 days, students will be suspended from school until the required information is provided.

## **ATTENDANCE**

All students enrolled in AAIS are expected to be punctual and regular in attendance.

Extreme emergencies, e.g., student sickness and/or death in the family are legitimate excuses for absences.

Students are encouraged to make up all school work assigned during their absence.

Credit will be granted only in excused absences. A signed parental note including reason for absence should accompany the student upon the first day of his return to school. A student who is absent more than nine days in any nine-week period, for any reason, is subject to forfeiture of his grade.

**A. School Hours**

Monday-Thursday 8:15 a.m. - 3:15 p.m.

Friday 8:15 a.m. - 2:15 p.m.

**B. Tardiness**

School begins at 8:15 a.m. Any student arriving after attendance has been taken is considered tardy and must obtain a late pass from the office. Three tardies within a quarter will count as one absence.

**C. Extended School Day**

AAIS does have after school program (see information attached). Students can only be picked-up by parents or any authorized person by the legal tutor.

**D. Inclement Weather**

In the event the school closes due to inclement weather (snow, sleet, ice, etc.) an announcement will be made to the parents.

## ACADEMIC PROGRAM

**A. Curriculum**

The school follows the curriculum guide outlined by the Southern Union Conference and the General Conference of Seventh-day Adventists, in conjunction with the Georgia Department of Education. We offer the following courses of study: Bible, Physical Education, Computer Education Reading, English Language Science, Handwriting, Social Studies, Mathematics, Spelling, Technology, Art, Music and Spanish.

Since this is an international and multi-cultural institution, more emphasis is going to be given on Spanish classes. We expect students to become proficient in English language as well as Spanish.

**B. Grades and Grading**

Student report cards will be issued to parents according to the posted schedule of the school calendar (every month). Parents must attend the scheduled conferences at every month.

**1. Grading**

**Kindergarten** - Development Progress Report

**Grades 1-2:**

E - Excellent

S - Satisfactory

N - Needs Improvement

**Grades 3-5:**

A – Excellent

B – Very Good

C – Good

D – Approved  
F – Not enough

### **6. Home and School Communication**

Student's graded papers will be given to the parents only in the parents' conference. Notices and any important information will be sent home or given to the parents at the end of the school day. Parents should take this opportunity to look over their child's work. If a child is having difficulty these are appropriate times to address concerns with the teacher. The envelope or folder should be signed by the parent. The teacher will check the envelope or folder for the parent's signature and notes from parents concerning the contents of the envelope or folder.

### **7. Standardized Tests**

The Iowa Test of Basic Skills (ITBS) is the most common and accepted test. However this test does not apply for K – 2 grades.

## **GRADUATION REQUIREMENTS**

All students that are going to graduate must have completed all the course's requirements.

### **1. Graduation Fee**

A graduation fee will be incurred by all graduates to cover expenses. The fee includes cap, gown, tassel, speaker, flowers and diploma. Parents will be informed of the graduation fee by the end of the first quarter.

## **SCHOOL ACTIVITIES**

### **1. Field Trips**

Each class is encouraged to take between 1-5 field trips each year. These trips are planned to provide enrichment and serve as a valuable learning resource for the instructional program. In some instances a small fee may be necessary to defray expenses. Field trips will not be scheduled during testing week.

### **2. Music Program**

An important part of your child's educational development is the exposure to music education. The school choir will participate in several programs throughout the school year.

### **3. International Festival**

A day in which parents, children, friends and family can enjoy a relaxing, fun-filled day of games, food and entertainment. (Note: This is also a fund-raising event for the Home & School Department).

#### **4. Rally Day**

A Sabbath day in which all of the Seventh-day Adventist Church schools in the South Atlantic Conference participate in the Sabbath Program to promote Christian education.

#### **5. Assemblies**

Twice a year, a Week of Spiritual Emphasis is scheduled.

#### **6. Birthday Recognition**

Birthday recognition is considered an extracurricular activity and may be scheduled through the student's teacher. A formal request should be submitted and approved at least one week prior to the event. Birthday recognitions should not interrupt the student's schedule or other AAIS activities and may not be scheduled during testing week. Birthday recognitions are not intended to be parties and are to be held in the cafeteria during the student's lunch period.

## **DRESS CODE**

"No education can be complete that does not teach right principles in regard to dress." "In dress, as in all other things, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming." (*Education*, pp. 245 & 248).

Our outward appearance is often a reflection of our inner character and purpose. With parents' support and understanding, we can maintain an appropriate standard of dress at AAIS.

It is imperative that all students adhere to the dress code:

- 1.** Blouses and shirts are to be tucked in at all times.
- 2.** Pants are to be worn correctly.
- 3.** Girls' skirts should be long enough to touch the floor when kneeling.
- 4.** Socks or tights are required at all times for boys and girls.
- 5.** Only conservative hair styles should be worn.
- 6.** Jewelry is not to be worn on school grounds nor at school-sponsored functions. These include rings, earrings, necklaces, chains, bracelets or any type of jewelry. Colored or artificial decorated nails, eye make-up, blush and bright lip coloration are not allowed at school or any school-sponsored activity.
- 7.** On Physical Education days students are to come appropriately attired in loose shorts or sweats.

Failure to comply with dress code will result in parent notification. Continued noncompliance may result in student suspension or referral to the School Board for further action. The principal is charged with enforcing the standards established by the school board.

## UNIFORMS

### **Girls (K-Grade 2) Boys (K-Grade 2)**

Skirts and blouse, navy blue pants and yellow or light blue shirt.

Black shoes

blue navy sweaters or blazer in both cases.

### **Gym Clothes (K-Grade 2)**

Summer -- Gray gym shorts, AAIS T-shirt, white socks and tennis shoes

Winter -- Gray sweat pants, AAIS sweat shirt and tennis shoes

**NOTE: There is a \$0.25 daily fee for every missing uniform item, this fee will be reflected on the monthly billing statements.**

## Student Accounts

### K-Grade 5

- All tuition should be paid at the school office. **DO NOT MAIL PAYMENTS.**
- All checks should be made payable to: **ATLANTA ADVENTIST INTERNATIONAL SCHOOL OR AAIS.**
- Please place the student's full name and grade level on your check or money order.
- Registration fee plus the first month's tuition is due at the time of registration.
- Monthly tuition is due on the first day of each month. Tuition paid after the 10th is considered late and a late fee of 10% will be charged to the account. Any account more than 30 days old is referred to the School Board.
- A \$25.00 fee is imposed on all returned checks. After two returned checks, payment must be made by money order or cashier's check. Post dated checks are not accepted.

## VISITORS

Parents or guardians are welcome to visit a classroom once prior arrangements have been made with the teacher in advance. Visitors other than a parent must make arrangements with the principal and the teacher at least three (3) days in advance of the proposed visit. All visitors must sign-in and receive a pass.

## MEDICATION AT SCHOOL

In accordance with the policy of the South Atlantic Conference (SAC) of Seventh-day Adventist, school personnel may not administer medication. SAC schools do not permit self administration of drugs whether prescription or not.

## MEDICAL EMERGENCIES

If a child becomes ill while in school, the parent(s) will be called to pick up the child. In the event of a medical emergency, a paramedic will be called and if necessary the child will be transported to the nearest emergency facility. Charges will be billed to the parent.

## STUDENT RELEASE

Students are released by the school only to those specified on the Emergency Release Card by the parent or guardian.

## PARENT CHECKLIST

**We encourage you to actively participate in your child's education process. Methods by which you can do this include:**

- Pray with your child often;
- See that your child gets enough sleep to do his best at school;
- See that your child has breakfast so that he has the necessary nourishment to perform well at school;
- See that your child has the materials that are needed for doing his work;
- Maintain an emotional climate at home that frees your child from unnecessary worries and confusion that will interfere with concentration and staying on task at school;
- Know your child's teacher. Schedule brief conferences early in the year for this purpose. Parent and teacher must work together for the best interest of the child;
- Go over school work with your child. Show an interest in what he or she has done at school. Give praise for work that is well done and positive encouragement when your child needs to improve;
- Show interest in your child's school by actively participating in the Home and School Association, participating in Home and School activities, and by attending school functions.

## CONDUCT

Students must obey all school rules and regulations. Students who violate the rules and regulations, even on the first offense, may be liable to suspension or dismissal from school. Every effort will be made to stimulate students to worthy scholastic endeavors and consistent Christian living. However, the school board can not assume responsibility for students who are not in harmony with its announced purposes or whose behavior is inconsistent with the school's rules and regulations.

### A. General Discipline Standards

- Be respectful and obedient to **all** adults.
- Be courteous and respectful to other students.
- Go directly home after school unless involved in assigned after-school activity.

- The following items should be left at home: toys, magazines, gum, and candy, personal items of value, radios, skates/skateboards, electronic games, including game watches.
- Wear apparel that is appropriate for elementary school age and activities.
- Respect for school property and the property of others.
- Observe all campus safety rules.
- Do not use foul language.
- Keep the school grounds clean and building free from markings.

### **B. Classroom Standards of Behavior**

Individual classroom teachers will have their classroom rules posted in the classroom.

A copy will also be available at parent/student orientation/open house before school each year. Teachers will send home a list of class rules each student is expected to follow in the classroom.

### **C. Discipline**

Teachers and parents should counsel with each other regarding the expected conduct of the student. A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, will be referred to the school board for appropriate action. No student will be permanently dismissed without "due process."

Inappropriate activity or behavior on campus by students, staff, parents or visitors should be brought to the attention of the administration. Parents are not to take it upon themselves to confront other parents, discipline students or anyone else on campus.

### **D. Radios**

Students are not permitted to bring radios, headsets, CD's, Walkman or other audio equipment on campus. Bringing them will result in confiscation. The use of such equipment will only be permitted as required by instructor for class work.

### **E. Hallway Conduct**

Students are expected to:

- Remove hats, unapproved jackets, and outer wear upon entering the building.
- Always walk quietly to the right side of the hallway.
- Use restrooms, water fountains, etc., without running, playing, or making loud noises.

### **F. Lunch**

Our school follows the council of Ellen G. White. "I was instructed that the students in our schools are not to be served with flesh foods or with food preparations that are known to be harmful." Counsels on Diet and Foods, page 403. We encourage parents to adhere to the health principles of the SDA Church.

**G. Lunchroom Behavior**

Students are expected to:

- Quietly enter the lunchroom in a straight, single line.
- Use quiet, polite conversation while eating.
- Use good table manners at all times.
- Dispose of all garbage in the proper receptacles.

**H. Causes for Suspension include but are not limited to:**

- Conspiracy or participating in hazing, initiations, or committing an act that injures, degrades or disgraces a fellow student or teacher.
- Instigating or participating in fights and other forms of boisterousness.
- Leaving the school without permission.
- Dishonesty, including theft, willful deception regarding violation of school regulations, cheating during examinations, class work, or any phase of school activity.
- Bringing radios, tape recorders, or any such devices to school without the teacher's permission.
- Insubordination or defiance by any student toward any teacher or staff member.
- Noncompliance with dress code.
- Using profane, indecent language, including lewd suggestive conduct, possessing or displaying obscene literature or pictures.
- Gambling in any form, or possessing playing cards or other gambling devices.
- Vandalism or willful destruction of any school property.
- Refusing to obey any school rule.

**I. Causes for Dismissal include but are not limited to:**

- Acquiring a third suspension in one school year.
- Using, handling or possessing, or dispensing drugs, narcotics, or tobacco in any form.
- Drinking, handling or possessing alcoholic beverages, or furnishing them to others.
- Striking or attempting to strike a teacher.
- Using or possessing knives, razors, guns, toy guns, weapons, or any item of physical force.
- Students are expected to respect the property of the school and of fellow schoolmates.
- There should be no writing on walls, desks, or in textbooks unless otherwise authorized.
- Parents or guardians of students who damage property of the school or schoolmates will be expected to pay for damages or replacement.

- Students are expected to maintain good order and discipline in the school environment at all times.

## PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of every member of the school. A parent or guardian is required to pay for damages caused by their child to the school or the property of others'. The student should exercise the same care when using school property of supplies as he or she would if the article were his or her own.

A fine will be charged to any student tampering with electrical equipment, fire or safety equipment or any of the locks on school property. A fine will also be charged for the unauthorized entry into any area of the building.

## GRIEVANCE PROCEDURE

Occasionally there is a breakdown in communication that leads to misunderstandings.

The student is our primary concern and the following steps are offered with this in mind.

The following grievance procedure has been established in harmony with the council of Jesus in Matthew 18. We recommend that the steps are followed in sequence:

1. A parent/teacher conference should be held in order to identify the problem and determine the facts. This first step should resolve most problems. Parents should not approach teachers during the school day unless cleared through the office.
2. A parent/teacher conference with the principal may be scheduled if the concerns remain unresolved after first meeting.
3. Before further action a second parent/teacher/principal conference will be called with the problem stated in writing. Only information pertinent to the immediate situation and individuals should be considered.
4. Any unresolved problems should be brought to the attention of the principal and the school board chair.
5. If any of the parties involved still feel that the problem is unresolved, they may request that the matter be placed on the school board agenda.

## HOME AND SCHOOL ASSOCIATION

The parents, teachers, and school board members comprise our Home and School Association. The Association provides a forum for communication between school administration, parents and students.

The Home and School Association serves as a fund-raising agency for special projects in the school. The Home and School Association may sponsor programs, social

and cultural functions. Profits from these efforts are transferred to the school for designated projects.

## Newsletter

Each month the Home and School Association produces a newsletter to keep parents informed of the latest activities and plans for the school. Students, parents, and teachers are recognized in this publication.

## ACKNOWLEDGMENT AND PLEDGE

I hereby acknowledge that I have read the entire student handbook and have explained it to my child/children. I hereby pledge and acknowledge that I will abide by the rules and regulations set forth by the Atlanta Adventist International School. I further pledge, as a student/parent of AAIS, to support the administration's efforts to provide a positive, safe and orderly environment by choosing to:

- Respect and protect the rights of all people.
- Practice Christian principles of honesty, integrity and morality.
- Refuse to use or support the use of tobacco, alcohol or drugs.
- Seek to develop my physical, mental and spiritual energies to serve and honor God.
- Endeavor to influence and assist other students to support these ideals.

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Name of student

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Name of parent

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Signature of parent / Date

Students and parents are expected to know and comply with all the regulations in the Student Handbook.

Please sign and return this page to your child's teacher.