

STUDENT
HANDBOOK
2022-2023



GENERAL INFORMATION:

Parents and guardians, thank you for reviewing the contents of this handbook with your child. We look forward to partnering with you to provide the best possible educational experience for your child. Using and understanding this handbook will help ensure everyone in our school has a safe, productive and fulfilling school year. This handbook is not an all-inclusive list of policies and procedures for our academy. However, it is a comprehensive foundation for our policies and procedures. If you have questions about a school matter, please contact your child's teacher or an AIP Administrator.

MISSION:

It is our mission to assist Christian families in equipping students to develop their individual gifts, academically, spiritually, physically, as well as socially and to do so in a manner that brings honor and glory to God.

OBJECTIVES:

1. To provide a Christian environment that permeates all activities.
2. To achieve academic excellence.
3. To expose diversity through arts, music, language, and media.
4. To provide an inviting atmosphere for goal achieving, mentoring, and tutoring.

ACCREDITATION:

AIP is accredited by the Georgia Accrediting Commission.

CURRICULUM COMPONENTS:

Angels In Progress Academy adheres to the Georgia Performance Standards (GPS). Each morning we begin with prayer, scripture, and pledges. We utilize the Abeka Accredited Christian Curriculum, Bob Jones Curriculum, Scholastic Guided Reading, Hands On Math, Mountain Math, Science, and Social Studies to encompass the framework of instruction. Utilization of various teaching methods, of broader techniques, assist students with reaching learning objectives. We value the beauty of a growing mind and is its ability to process information in numerous ways. The combination of these resources, coupled with a sincere passion for teaching creative out of the box methods makes AIP an exceptional place to learn.

ADMISSIONS

ADMISSIONS POLICY:

Angels in Progress Academy admits students on a rolling admissions basis for the upcoming school year. For students desiring to enroll during the current school year, the admissions deadline is November 1st. Prospective families requesting enrollment acknowledge and accept our faith-based principles and values, understand our statement of faith, and agree to adhere to all policies and guidelines. While we are a Christian school, our admissions policy reflects our desire to have a diverse and multicultural enrollment in our school. All faiths are welcome at Angels In Progress Academy. Prospective families are required to complete and/or submit the following:

- A school tour with parents/guardian and student
- New Enrollment Application with submission of relevant fees
- Academic, discipline, and attendance records for review by the Admissions Committee
- Relevant medical documents (see “*Medical*”)
- Completion of all additional payment and form requirements (see “*Tuition and Fees*”)
- Teacher and Principal Referral from
- previous school

For additional questions concerning the admissions process, please visit our website:

www.angelsinprogressacademy.com

AGES SERVED:

- Ages 3 years to 14 years (K3-8th)
- K3 students must be potty trained

COMMUNICATION

CHANGE IN CONTACT INFORMATION:

Any change of address must be reported, in written format, to the AIP Secretary or AIP Administration. In addition, parents have access to their student's online profile and may update contact information at any time. AIP will not be held liable for failure to provide up to date contact information for students.

COMMUNICATION:

AIP uses a variety of tools and tactics to communicate with parents and the community. These tools include but are not limited to:

COMMUNICATION APP & WEBSITE: are the primary notification systems of AIP information. AIP uses Communication Apps to contact large groups of households for special announcements, administrative updates, and emergencies. Parents and guardians are automatically enrolled as subscribers based on the contact information that is provided on the enrollment forms. For that reason, it is important for parents to ensure their contact information within the Communication App and administrative records is correct. This can be accomplished by logging in to the app or by checking with the secretary to ensure we have your most up-to-date phone numbers and email addresses. Parents may also log on to this system to change their email and telephone contact preferences, as well as to opt-out of notifications. AIP'S web address is: www.angelsinprogressacademy.com.

OTHER SOURCES (emails, texts, and phone calls): are secondary sources of notification.

SOCIAL MEDIA: Parents are encouraged to follow the school on Facebook. It is the parent's responsibility to check communications daily/weekly. Although social media is not used as a primary source it may be used to detail and capture school and community events.

AIP will make every effort to provide our families with up-to-date communication. AIP Administration or staff is not able to provide verbal concierge information services. Therefore, we ask all parents to strive to remain in the know.

DIRECTORY INFORMATION:

AIP designates the following personally identifiable information contained in a student's education record as "*directory information*"; it discloses that information without written consent, except that not even directory information is not released for a profit-making plan or activity. Information will be used for staff, administration, academic awards, state financial aid, and emergency situations. Such information includes:

1. Student's name;
2. Student's grade level;
3. Telephone number(s);
4. Participation in officially recognized activities and sports;
5. Student's height and weight, if a member of an athletic

team; 7. Dates of attendance (“from and to” dates of enrollment); 7. Date of graduation; and 9. Awards received.

However, a student’s parent/guardian may submit a written request, by letter with signature, to AIP Administration to deny the release of any of the information listed above.

NEWSLETTERS:

AIP produces periodic newsletters for parents. Newsletters are received via the notification system and can be accessed directly on the AIP Website.

TEACHER-PARENT CONFERENCES:

Teacher-Parent Conferences are held twice each year and are a valuable opportunity for parents to communicate directly with your child’s teacher and administration. Parents will receive direct messages from their child’s teacher on how to sign up for time slots during conference weeks. Information regarding semester conference slots is communicated by the student’s teacher with students approximately one week before the conference dates.

CONCERNS/QUESTIONS:

AIP encourages parents to first work with their child’s teacher(s) to address concerns or resolve conflicts. If you have further concerns after meeting with the teacher(s), contact the school’s administration to schedule an appointment during the posted office hours.

PARENT CONFERENCES:

Parents are strongly encouraged to schedule a conference at the designated bi-annual conference times. However, conferences may be scheduled, at any time, to discuss your child’s progress. Teachers may request a conference, with parents/guardians, outside of the bi-annual conference time frame. This is perhaps one of the best means of communication for the child, the parent/guardian, and faculty. Parents/guardians will have the opportunity to know and understand, more fully, your child’s academic, social, and behavioral progress. Conferences allow parents/guardians and teachers the opportunity to better understand and refine expectations. Parents/guardians are urged to make every effort to schedule a conference early if there is a concern regarding student performance or adherence to conduct policies.

PARENT-TEACHER ASSOCIATION (PTA):

AIP extends an invitation to each family to participate in our Parent-Teacher Association meetings. Please check notices sent via AIP's communication platform concerning scheduled meetings concerning the various activities, school updates, and any academic transitions AIP will conduct throughout the school year.

PHONE CALLS:

Students must have the approval of their teacher, principal, or office staff before making a telephone call. Telephone calls should be limited to emergency situations unless approved otherwise. All student communication should be made from the classroom or office phone. Parents are discouraged from directly communicating with their children during the school day. Instead, parents are encouraged to communicate using the designated communication platform for non-emergent matters. For emergent matters, please contact AIP administration.

RESPONSE TIME:

For non-urgent matters, AIP staff and faculty have **24 hours** to address inquiries. We ask that parents be mindful that faculty and staff are teaching and addressing the daily needs of your child when placing inquiries.

CODE OF CONDUCT

CONDUCT:

Proper behavior is as much a part of a quality education as anything else. While at school and school events, we expect our students to behave properly, i.e., in a manner that brings credit to themselves and their school. AIP expects students to conduct themselves, in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of others. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. AIP believes that the standards of student behavior must be set cooperatively by interaction among students, parents/guardians, staff, and community producing an atmosphere that encourages students to grow in self-discipline and character development.

STUDENT EXPECTATIONS:

- Treat others the way in which you would like and expect to be treated.
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for your actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- As well as adhering to the following:
 - No bullying
 - Keep hands, feet, and objects to yourself
 - No name-calling, cursing, or teasing
 - Listening and following directions the first time
 - Use of appropriate tone when speaking to others, faculty, and staff
 - Stay within assigned areas
 - Exercise self-control
 - Raising hand and waiting to be recognized
 - Utilize factual information and truth

PARENT/GUARDIAN EXPECTATIONS:

- Model positive modes of behavior and good manners.

- Work cooperatively with the school staff to ensure the well-being of all children.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in your child's school life.
- Adhere to all policies and procedures of AIP.

DISCIPLINE

DEFINING DISCIPLINE:

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. AIP teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan also includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child’s teacher. If your child’s teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child’s behavior has a positive outcome.

BEHAVIOR LEVELS:

There are two levels of behaviors: minor and major. Minor behaviors will be addressed and handled by teachers. Major behaviors will be referred to the office to be handled by the administration.

Behavior	Minor	Major
Deface	Something that can be removed, cleaned, or fixed	Inability to clean or fix.
Disrespect toward a peer	Mildly rude interactions with a peer or peers that may cause a slight upset.	Rude and deliberate interactions or arguing with a peer or peers that is offensive to the peer/peers
Disrespect toward a staff member/adult.	Mildly rude interactions with a staff member/adult that may cause a slight upset.	Rude and deliberate interactions or arguing with a staff member/adult that is offensive to the staff member/adult.
Endanger	Minor injury to others. Disregard the safety of others	Major injury- a physical mark, causing someone pain.
Inappropriate Behavior	Slight disruption that hinders the learning of others.	Continued or physical disruption that hinders the learning of others
Inappropriate Language	Profanity exclaimed, not intended at an individual.	Continuous swearing, offensive gestures or comments directed at an individual
Insubordination	Failure to follow directions in a reasonable amount of time.	Continued refusal to follow direction or arguing with an adult.
Wandering	Wandering the classroom.	Leaving an area without permission

CONSEQUENCES FOR MAJOR AND MINOR INCIDENTS:

When students do not follow the outlined discipline plan, they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat offenses.

Minor behavioral issues- will be handled by the teacher (classroom, specials, or care program staff). They will use their discretion when they believe the classroom or environment behavior requires implementation of consequences. The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a “time out” area within the classroom or silent lunch
- Written assignments
- Conference with student
- Note to parent
- Phone call to parent
- Teacher detention (morning or afternoon)
- Removal to another setting (no longer than 30 minutes)

Major offenses- will be handled by an administrator or lead teacher. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences administrators or lead teachers may use:

- Logical consequence (clean desk that student wrote on, letter of apology, etc.)
- Parent phone call
- Administration conference
- Alternative recess (only used when issue takes place during recess)
- Detention (morning/afternoon/at home)
- Suspension (in-school or out of school)*
- Expulsion (when other progressive measures are ineffective or behavior poses and immediate danger to AIP students, faculty, staff, or property. 3 suspensions equal expulsion)*

(*) denotes actions that are authorized through AIP Administration only.

MIDDLE SCHOOL (MS) DISCIPLINE:

Middle School students will adhere to the discipline measures above. The policies and procedures will be implemented as follows:

OFFENSE	CONSEQUENCE
1ST	Reminder/Warning
2ND	Silent Lunch
3RD	At home detention (student completes reflection sheet at home and return next day.)
4TH	Before or After School Detention. (Before or After school detention will be determined by the middle school team, and will be based on teacher availability)
5TH	Office Referral
6TH	Administrative Decision (suspension or expulsion)

REWARDS

Students and classrooms that demonstrate the ability to adhere to policies and procedures, display a pattern of kindness, and achieve academic objectives should be celebrated. AIP believes that the balance between discipline and rewards matters. Students and classrooms that meet the identified measures may receive or participate in the following:

- Classroom Celebration
- Lunchtime Pizza Parties
- Small Rewards & Special Privileges
- A PBT Punch, (Positive Behavior Tracker Card)
- Positive Reports to Parents

ATTENDANCE

SCHOOL HOURS / DISMISSAL SERVICES:

6:45	Before School Care begins
7:15	Breakfast begins/Before Care Ends
7:50	Cafeteria Closes for Breakfast
8:00	Tardy Count/Instructional Day Begins
2:50	End of Early Check Out
3:00	Student Dismissal
3:31	After-School Care Begins
5:30	After-School Care Ends

TARDY STUDENTS:

Students are TARDY at 8:01am. We ask that parents/guardians make every effort to have their child in class on time. We desire that every AIP student strives to be their best. Students with a consistent tardy pattern are not being set on a pathway of success. Parents that have tardy students must stop by the office prior to the student's admission to class.

GEORGIA TRUANCY LAW:

Missing more than five days without the school excusing them for valid reasons will make your child truant. If your child is charged with truancy, you could face penalties. These include community service, a fine between \$25 and \$100 and/or up to 30 days in jail.

DISMISSAL AND CARLINE PROCEDURES:

Dismissal begins at 3:00pm and ends at 3:30pm daily. Students not picked-up by 3:30pm will be automatically placed in After School Care with the appropriate fee applied to the student's account. (See "*Early Check-Out Procedures*" for early dismissal policies). Carline procedures are as follows:

1. Parents not in the building at the AIP office by **2:45pm** must wait in the carline to pick up their child.
2. Access to the check-in/check-out app is required to receive students. Verbal communication will not be accepted for non-listed personnel. The person picking up the student must either be a contact on the student's check-in/check-out profile or identified in written communication from the parent to the school. Parents may identify this person (Full name and id number) by sending a message through the communication app to AIP Administration and their child's teacher.

3. Once a carline has formed, cars are not permitted to drive around the carline. This is to ensure the safety of outgoing traffic and AIP staff that are walking the carline.
4. Parents may not exit the vehicle when in the carline. AIP staff will place the student(s) in the car. This is to reduce pedestrian movement and to reduce stagnation in the carline flow.
5. If a student requires to be buckled up, please move slowly to a parking space and exit the vehicle to fasten your child in.
6. The flow of traffic should always consist of going around the AIP Circle to exit. Please refrain from backing up to turn around in high traffic areas.
7. The speed limit in the parking lot is 5 miles per hour.

EARLY CHECKOUT PROCEDURES:

1. Parents requesting early dismissal of their child must submit a signed and dated **written request or submit a message via the communication app** prior to 2:00 p.m. Early dismissal students must be checked out before 2:45pm. If a student is not checked out before this time, parents/guardians will need to wait in the carline for pickup.
2. A parent or guardian who wishes early dismissal of his/her child may personally come into the building to have their child released. Parents/guardians must have access to the check-in/check-out app and be listed as a contact before a student is allowed to leave with them. In the interest of the student and law, digital sign-out is always required, regardless of the time of day.
3. AIP maintains a "closed campus". Students may not leave school property to eat lunch or visit with friends, relatives, etc., unless given special administrative approval. Again, in the interest of the safety, a student will not be released to anyone other than a parent or guardian.
4. Parents are also strongly encouraged to schedule their child's doctor and dentist appointments or other business matters after 3:00 P.M. so as not to interfere with the student's instructional program. **Please note, your child may not come to school after 11:30 a.m. most instruction has already been implemented and they will be marked as absent after this time frame.**

CLOSINGS AND DELAYS ES/MS:

Occasionally, school closures, delays to school start times, or moves to all virtual learning based on inclement weather or other reasons may occur. These decisions are made for the safety of our students. While we strive to make these decisions by 5:30 a.m., there are times when that it is not possible. We recommend that families establish family emergency plans for potential closings. Such plans should include ensuring your emergency contact and pickup information is accurate both on the emergency forms and in the check-in/check-out app. If AIP closes for any reason, the school will communicate with parents via our parent messaging system, website, and social media. (See "*Communication*" for details.) AIP follows the Douglas County School System for all closings through the following local TV stations: WSB-TV(ABC), WAGA-TV(FOX), & WGCL-TV(CBS) .

ATTIRE

DRESS CODE:

In general, dress styles and grooming should be moderate in nature and should not cause undue attention to the student and/or disrupt a positive and safe learning atmosphere. Dress and grooming styles should not:

- Divert the attention of the pupils from the primary function of the school, which is education.
- Create in the minds of pupils both in this and other communities a misleading image of the student body and school program.
- Display slogans and logos that are offensive, racist, sexist, discriminatory, or promote practices considered inappropriate for students. This includes but is not limited to advertisement for alcohol, sex, tobacco, etc.
- Addressing a student for dress code infractions may include counseling of the student, communication with the parent/guardian, remedying of the infraction, and/or disciplinary measures for repeat offenders as deemed appropriate by administration. AIP administration reserves the right to make judgement as to what is appropriate.
- Shorts and skirts must be no shorter than 4 inches from the top of the knee. Uniforms must be the appropriate size with space and flexibility for movement. Uniforms must not have a tight appearance.

UNIFORM SCHEDULE:

Monday-Dress for Success Uniform (chapel attire)

Tuesday-PE Uniform

Wednesday-AIP Polo & Khaki Bottoms

Thursday-AIP Polo & Khaki Bottoms

Friday- AIP Polo & Khaki Bottoms (Jean Fridays are \$1)

DRESS FOR SUCCESS:

Elementary Girls- plaid jumper/white shirt-peter pan collar-blue trim-AIP label on left lapel/ navy-black-white stockings or tights/black shoes

Elementary Boys- white oxford shirt-AIP logo left side/khaki pants/black belt/black socks/plaid tie/black or brown shoes

Middle School Girls-plaid skirt/white oxford shirt-plaid cross tie/navy blue blazer/tights or knee length socks-black-navy-white/black or brown shoes

Middle School Boys- white oxford shirt-AIP logo left side/khaki pants/navy blazer/black belt/black socks/plaid tie/black or brown shoes

Hoodies are not authorized on dress for success days

PE UNIFORMS (weather dependent):

Ash-grey sweatshirt, Ash-grey t-shirt, navy net shorts, navy sweatpants/ athletic sneakers(any color)

DAILY UNIFORM:

Girls-polo shirt or AIP gear/khaki bottoms or jumper/brown or black shoes

Boys-polo shirt or AIP gear/khaki bottoms/brown or black shoes

Polo Colors: Gold, Royal Blue, & White

FUNDRAISER FRIDAYS:

Jean Fridays (\$1, Start date TBD by administration):

Solid colored blue jeans/jean shorts/AIP polo or AIP gear/sneakers (any color)

Cash only, collected by student's teacher

ADDITIONAL AUTHORIZED APPAREL:

Navy blue or Grey hoodie (no logos)

Navy blue cardigan (with AIP logo)

Black or brown boots (girls only)

White thermals (shirt only)

Black leggings (girls, under skirts only)

UNAUTHORIZED APPAREL:

Hoodies, not described in the authorized section

Leggings, Warm up pants, biking shorts, or sweatpants not mentioned above

Hats, skullies, bandanas, scarves, or durags

UNIFORM INFRACTIONS (Begin after Labor Day):

1st Infraction-Warning

2nd Infraction-\$10.00

3rd Infraction-\$25.00 charge to student's account

4th Infraction-Student sent home

ACADEMICS

GUIDING GRADING PRACTICES FOR K3-8th:

- The purpose of grading is to communicate the level of mastery of course content standards.
- Teachers should provide clear and timely communication to parents and students about the grading criteria and the student's level of mastery.
- Student evidence of learning should be aligned with grade-level content standards. Giving students extra credit or grades for activities is at the teacher's will.
- The grading system ensures consistency and equity across grade levels, content areas, and classrooms.
- The grading system measures, reports, and documents academic progress and achievement separately from work habits, character traits, attendance, and behaviors, so that teachers can accurately determine the difference between learning needs and behavioral or work-habit needs.
- The grading system is not used as a form of punishment, control, or compliance. However, adherence to verbal and non-verbal classroom communication rules during work or test may result in a less than favorable grade as this can be viewed as cheating.
- Re-teaching and reassessment are a part of the instructional cycle.

GRADING AND REPORTING:

Grading with progress reports and report cards is a system of communication between teacher, students, and parents. The system is designed to reflect achievement in respect to ability and progress in relationship to expectation and effort. Progress/Report Cards are issued based on the academic calendar. We will use the following grading scale for six and nine-week grades:

1. All grades below 70 are failing.

2. The following grades will be reported for grades 1st-8th:

100 - 90 = A

89 - 80 = B

79 - 75 = C

74 - 70 = D

69 - 0 = F

Behavior Scale

E = Excellent

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

The lowest numerical score that will be reported on a six-week progress report will be "50".

1. For grade levels not using a standards-based achievement record. The following scale will be used:

E = 95

S = 85

NI = 75

U = 65

HOMEWORK:

Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, integration of knowledge, and an opportunity to remediate the learning process. Parents are encouraged to set aside a regular time, each evening, to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities. Teachers are available, **before 6:00pm**, and encourage question or concerns regarding student homework. Please review the teacher's information packet for communication timeframes and methods for inquires.

MAKE-UP WORK / REQUEST FOR HOMEWORK:

Students will be permitted to receive credit for make-up work. Students who are absent on the day before a pre-announced quiz, test, or project will be required to take the quiz/test or present the project on the next scheduled date unless new material was covered during the absence. Students that exhibit a pattern of absences on test days will receive a zero for the 4th test missed. Exceptions to this policy are granted through a meeting with the lead teachers or administration. The amount of time permitted to complete make-up work will be determined cooperatively by the teacher and student but will not exceed the number of absent days. Homework assigned before the absence is due immediately upon the student's return. Assignments not received upon return will receive 5 points off per day. Any assignment that exceeds two days past the date of the student's return, will not be accepted for credit. Students and parents should access homework assignments for their child on the platform or method

indicated by their teacher. Parents must be aware of the individual homework request policy for their child's teachers. This policy may vary somewhat by grade and class.

TUTORING:

Tutoring is used to enhance the learning process for students. Tutoring is a positive piece of a student's academic journey and should never be viewed as a negative aspect. Students who work with tutors develop stronger time management and study skills. They gain an understanding of their personal learning style and how to capitalize on their strengths. AIP Faculty offers tutoring for all grade levels after school. *Please note: Group Tutoring is based on current performance and parents will be notified if their student needs to attend. For Individual Tutoring services, please refer to your teacher's packet for tutoring times and cost. Also, please inquire about our phonics, reading, and math specialist.

STUDENT AGENDAS (GRADES K5-8TH):

Elementary and Middle School students may receive a student agenda. Agendas are used to notify parents of test and homework assignments. AGENDAS are required to be signed each academic day. Students, in grades 1st-8th, are responsible for presenting their agenda, making sure it is signed, and bringing it back to school. Students that fail to meet the agenda process expectations may lose privileges. Students who lose their student planners are expected to purchase a replacement, if available.

SPECIALS:

Special area subjects, called "Specials," are electives taken in primary school. Specials are taught by specific, specialized teachers to give children a more rounded education. They serve as an addition to regular classroom studies which may include physical education, arts, and technology. AIP Specials are a mandatory component of the academic year. Specials schedule, fees, and course details are provided at the beginning of each academic year during Open House and Curriculum Night.

RECESSES:

Elementary level students are required to go outside unless prohibited by weather conditions or health reasons. Indoor recess will be held on days of inclement weather. On these "indoor" days, students will remain indoors and participate in classroom games and/or activities. If your child has a medical problem and must remain indoors or have limited activity, please provide this information on the "Medical Form." A physician statement must accompany any request for extended excuse from recess as this time frame is mandated by law.

TUITION AND FEES

UNDERSTANDING TUITION AND FEES:

In its simplest form tuition and fee payment is the amount of money that a school charges for educating your child. Tuition and fee payment is revenue or income on the school's balance sheet. This is the dollar figure which a school must charge per student to offset all the many and varied expenses of running the school.

To arrive at the amount to charge per student the school adds up all expenses. From that total, it subtracts any income from investments, endowments, and gifts. That net expense is what AIP tuition and fee charges must offset. AIP bases tuition and fee payments from cyclic economic conditions and a fair market value assessment of private schools in Douglas, Cobb, and Fulton Counties. AIP's Tuition and Fee structure is updated annually, when applicable, and is listed on our website:

<https://www.angelsinprogressacademy.com/tuitionandfees>

PAYMENT OF TUITION AND FEES:

Payments made to AIP, unless otherwise stated, are collected through an electronic financial system. The collection of payments, by this method, is to ensure the accuracy and timeliness of payments. It is also to keep an up-to-date account of payments, so parents are able to access statements at any time. AIP does except cash or checks for structured tuition or fee payments. AIP does not offer exceptions to this policy. We encourage all financial contributors to become familiar with the current financial system.

NEW ENROLLMENTS:

Students enrolling into AIP will pay the following fees, after acceptance, when submitting the "New Student Admissions Form":

- Application Fee
- Administration Fee
- Books and Supply Fee

RETURNING STUDENTS:

Students returning to AIP, for the upcoming academic year, will need to submit the following:

- Returning Student Admission Form
- Applicable Registration Fee

ADDITIONAL REQUIRED FORMS:

Each student will need complete and submit the following applicable forms for **new enrollment** or **returning enrollment** for **each academic year**:

- Transcript Request Form (new enrollment)
- K-3/K-4 Facility Agreement Form (K3/K4 students)
- Release Form (all students)
- Emergency/Medical Form (all students)
- Tuition and Fee Commitment Form (all students)

FEE DESCRIPTIONS:

SPECIALS FEE: Specials fees are mandatory fees for additional education enhancement programs at AIP. The programs may include but are not limited to art, STEAM, music production, language, finance, technology, and cultural library.

CARE PROGRAM FEES: Morning and after care fees are charged to students that require care prior to and after school operating hours. Students checked-in or not checked-out by the times, listed below, will incur fees to their financial account.

- Morning Care (6:45am-7:15am)
- After School Care (3:31pm-5:30pm)

BRAIN BREAKS: Brain Breaks, much like adult work breaks, are an opportunity for students to visit their Elementary or Middle School Cafe to have a snack and relax. Students are offered a variety of snack options within their designated cafe. Each student's account will be charge monthly for participation in the Brain Break Program. The Brain Break Program is an automatic enrollment for all students.

UNIFORM INFRACTIONS: Uniform infractions are charged when students are not in the appropriate uniform after the 30-day grace period (see "*Attire*"). Infractions begin after Labor Day each academic year.

LATE FEES: Late fees are charged when tuition is not fully paid by the set required date, per the AIP website. Late fees are also charged when students are not picked up by the time after school care is over.

DELINQUENT ACCOUNTS:

When payments are not made in accordance with the tuition agreement, the following steps will take place:

30 days past due:

- When an account becomes 30 days past due under the established tuition agreement, the

financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.

- It is the responsibility of the family and/or financially responsible party to contact the AIP's Administration to bring the account up-to-date or to create an alternative tuition payment plan with the school.

60 days past due:

- When an account becomes **60** days past due, AIP will issue the financially responsible party a written notice and set up a financial conference. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or to **return during the current semester** until the balance is paid in full or an alternative plan has been approved.
- K5, 5th, & 8th graders cannot take part in graduation exercises.
- Academic transcripts or test scores will not be released until full payment is received.

WITHDRAWAL:

AIP enrollment is for the entire school year. Administrative budgets and teacher contracts are set based on yearly enrollment. Early withdrawal of students creates an opening which AIP may not be able to fill with a viable candidate. Students who withdraw any time between August 1st and April 30th will be assessed a Withdrawal Fee. Official transcripts, report cards, and records cannot be released or sent to other schools with any outstanding balance remaining at AIP. If a parent wishes to withdraw a student from AIP a **two-week** written notice is required. The withdrawal fee is equal to **one month's tuition**. **If a two-week notice is not given the withdrawal fee will be equal to one month's tuition plus two weeks.**

TUITION DISCOUNTS AND ASSISTANCE PROGRAMS

AIP offers discounts and authorizes the use of certain outside tuition assistance programs. The distribution and use of any of these programs is at the discretion of AIP. If a program your family is interested in using is not listed, please provide the full program scope, **in writing**, to administration for review through AIP's Finance Committee. Verbal request for review of assistance programs will not be considered. Please carefully review the discount and approved tuition assistance program descriptions and policies.

SIBLING TUITION DISCOUNTS:

Families enrolling more than one student qualify for a sibling tuition discount based on meal plan preference.

REFERRAL DISCOUNT:

Families that recruit students to enroll into AIP will receive a onetime \$75.00 tuition discount (see Administration for details).

MILITARY DISCOUNTS:

AIP offers Military Families a 10% discount for tuition only. Students that qualify for the military discount must have a parent that is Active, Reserve, or a Veteran with a current Military ID. Valid ID must be presented to AIP and uploaded onto the student's profile. Military discounts may not be combined with any other discount and is calculated at the meal plan rate for each student.

PARENT LIAISON:

This position serves as the school's liaison between parents, teachers, and school administration. The parent liaison implements and manages school-wide initiatives and activities to empower parents to become positive active participants in the education of their children. The AIP Parent Liaison contract is for one academic school year. Once chosen for the position, the liaison must remain in the position for the entire school year. A minimum of 8 hours per week (24 per month) is required for a 30% reduction in tuition. At least 12 out of 24 hours must be performed on site. The application cycle is announced at the end of each year.

Outside Vendor Tuition Assistance Programs

AIP accepts a wide variety of outside vendor tuition assistance and scholarship programs. Please call our administrative office to verify if your tuition assistance or scholarship program is accepted. Award totals are spread across the **10 month** AIP tuition and annual fees payment schedule, if applicable. Families are responsible for the remainder monthly balance once awards have been applied to their student's account, if applicable. Balances must be paid before the 20th of each month. Families must present award letters, to AIP, and upload award letters unto their student's profile. AIP will not dispute award payments with outside vendors. If a dispute arises, with an award, families will be responsible for the current tuition payment until the award dispute has been settled. Current accepted programs:

- Arete
- CAPS

MEDICAL

HEALTH CONCERNS:

If your student has a health concern or medical diagnosis, please provide the AIP Secretary or Administration, only, the most up-to-date medical documentation from your child's health care provider. Mutual understanding about health concerns will help us to provide better care for students while at school. Please update your child's medical information at the start of every school year and as necessary when health status and diagnosis change. School personnel will provide basic first aid and care for student injuries and illnesses that occur during the school day, as outlined on the AIP Medical Form. If an emergency arises during school hours due to an illness or injury, school personnel will attempt to notify the parent/guardian. If unsuccessful, one of the emergency contacts listed within the communication app, will be contacted. Once the parent/guardian/contact is notified it is expected that the student is picked up from school in a timely manner. Please ensure that your contact information is correct. If the student's health requires levels greater than First Aid, AIP will contact emergency services, with or without parental or guardian consent. At no time will AIP, by parent or guardian request, attempt to care for a student's condition that AIP staff is not legally trained for. Cost for emergency services is the responsibility of the student's family.

WHEN TO STAY HOME:

It is important to keep your child home from school if they have an elevated temperature above 100.0 or a contagious disease/symptoms such as: COVID, chickenpox, flu, vomiting, diarrhea, colds, strep throat and "pinkeye." Students who are present at school with signs or symptoms of illness will be sent home and must be fever and symptom-free for 24 hours prior to returning to school.

EMERGENCY MEDICAL FORMS:

Accidents can and do happen. It is essential that we are able to contact a parent/guardian or another reliable adult in the event of an emergency. Please complete the "*Emergency Medical Authorization Form*" on the website. Parents may also add emergency contacts within the communication app. If an emergency arises during school hours due to an illness or injury to a student, school personnel will attempt to notify the parent/guardian. If unsuccessful, one of the other emergency contacts listed will be called. During the school year, there may be changes in addresses and telephone numbers. Any change of address must be reported, in written format, to the AIP Secretary or AIP Administration. In addition, parents have access to their student's online profile and may update contact information at any time. AIP will not be held liable for failure to provide up to date contact information for students.

MEDICAL SCREENINGS:

Medical screenings are conducted according to the Georgia Department of Health guidelines for students in all grades attending AIP. The following forms are required for AIP attendance:

- Vision, Hearing, and Dental screenings (Form 3300): K5-8th
- Immunization (Form 3231): K3-8th

State required immunizations or exemptions must be on file within the first 30 days of school attendance. Any student who does not meet the minimum state required immunizations or exemptions will be unenrolled. Please submit your child's up-to-date immunization record to your child's online profile upon the yearly request via the communication app.

MEDICATION:

Medications must be prescribed by a boarded health care provider. State of Georgia Law Requirements: students needing administration of prescription medication, during the school day, must have a completed Medical Authorization Form on file with school administration. This form is located on AIP's website under Enrollment Forms. Additionally, the medication must be presented to school administration by the parent or guardian in its original container with the pharmacy label. The pharmacy label must include the student's name, provider's name, name of the medication, dosage to be given, and time to be administered. Any change from the original order must be provided in writing from the student's prescribing provider or a new pharmacy label must be provided.

FDA-approved non-prescription medication: If non-prescription medications are required to be given at school, the parent/guardian must sign the Medical Authorization Form for their student. The medication must be in the original sealed container. The medication must be accompanied by a completed Non-prescription Medication Form with the student's name, name of the medication, dosage to be given, time to be given, date to be started, and date to be discontinued. Dosages exceeding the manufacturer's dosage are required to have a prescription label indicating the extended dosage amount. Students are not permitted to transport medications to and from school. All medications are to be delivered to school by the parent/guardian. The parent/guardian must pick up any unused medications before the end of the school year or the medications will be discarded.

PARENT PARTICIPATION AND OBSERVATION

PARENT VISITATION:

Visitors, particularly parents/guardians, are welcome at school. Visitation is limited to 30-45 minutes unless otherwise specified by the student's teacher or administration. To properly monitor the safety of students and staff, each visitor must report to the school office upon entering the building to sign in and provide proper identification for entry. If parents wish to meet with a staff member or observe a classroom, the observation must be scheduled at least one week out. Observation scheduling is subject to AIP's academic calendar and administration approval. All confidentiality rules apply when visiting our classrooms or observing students in our schools. Observers are not authorized to fill the role of AIP faculty and staff at any time unless approved by administration. Parents and family are welcome to visit our school for special programs. Students are not permitted to invite friends or relatives to school during the school day.

REQUIRED PARENT PARTICIPATION:

Parents are strongly encouraged to visit and volunteer in their child's classroom, but please remember that this is learning time for students. If you need to speak with your child's teacher, we ask that you plan to do so before or after the regular school day in a scheduled compacity. Each household is required to volunteer to participate on one of our AIP Committees. If you have not signed up for a committee, please email parentliasion@angelsinprogressacademy.com to be added. Parental involvement is paramount to a student's and academic institution's success. Each AIP Committee is assigned one major and one minor project for the academic year. The projects are scheduled once a semester.

SAFETY

SAFETY:

Please report all safety issues to the AIP's Administration. Students who feel uncomfortable reporting unsafe acts may report this information in a confidential manner to administration or faculty. AIP Administration is charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, including any school-owned technology, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Any unattended belongings will be searched to determine ownership and to confirm the item or its contents are not dangerous.

EMERGENCY REMOVAL OF STUDENT:

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in the academic process, taking place either within a classroom or elsewhere on school premises, the student may be removed from the curricular, extra-curricular, or co-curricular activity or school premises on an emergency basis.

SAFETY DRILLS:

Several types of emergency/safety drills are conducted throughout the year, including fire, tornado, and school intruder drills. These drills are held to acquaint students with proper emergency/safety procedures and evacuation routes. Each student will be instructed of his/her responsibilities during these drills.

FIREARMS AND WEAPONS:

Firearms, look-alike weapons, and/or other weapons, fireworks, knives, or other articles that the school administration determines to be dangerous or disruptive to the instructional process are positively forbidden at AIP. Violators are subject to suspension, expulsion, and/or prosecution in a court of law.

DRUG AND ALCOHOL SCHOOL DISCOVERY POLICY:

The sale, distribution, possession, consumption of alcohol or drugs at school or after-school functions is strictly prohibited. Likewise, students should not be under the influence or in contact (ie contact highs) of either during these times. Violators may be suspended, expelled, and/or prosecuted in a court of law.

SCHOOL NUTRITION

The school operates a cafeteria, which offers students nutritious breakfast and lunches each school day. Students not on tuition plans with meal options are charged the set daily rate for meals through their financial account. Daily rates for breakfast and lunch are listed on AIP's website. Students who bring lunches from home should bring all required utensils to consume their food. Lunch menus are on a pre-set rotating schedule and are posted on AIP's website. AIP is a **NUT FREE Environment**. AIP is unable to create separate meal options for student with specific dietary needs. Students with specific dietary needs will need to bring prepared meals and snacks from home.

FOOD DELIVERIES:

Students are authorized to receive food delivery services on Friday, **only**. Food ordered on any other day will be carefully packed and sent home with the student. The student will eat and be charged for school lunch. Deliveries must have the student's name on the package. Deliveries must be made prior to the student's lunch time. If the delivery is late, the student will eat and be charged for school lunch. The missed meal will be packed and sent home with the student. **At no time are teachers or faculty authorized to order or receive money for food orders. Parents are expected to facilitate this process solely. Food delivery services is a privilege and not a right. AIP reserves the right to discontinue this process at any time.**

PERSONAL ITEMS

Students are discouraged from bringing valuable items, trinkets, and toys to school. If brought to school, these items remain the responsibility of the student. AIP Staff will place or have the student place the item in their bookbag to return home. Such items can be lost or damaged. The school will not assume responsibility for losses or damages. AIP encourages parents/guardians to check your child's bags daily for personal items. If an item is deemed to be an item that may cause injury to the student, students, or staff, the item will be retrieved. Parents/Guardians will have to meet with the principal, along with the student, at a scheduled conference time, to regain possession of the item. If the item brought to school poses an extreme hazard to the student, students, or staff, administration will immediately call the appropriate authorities and notify the parent/guardian of the incident. If a student finds an item that does not belong to him/her, he/she must immediately turn it in to a staff member.

MEDIA

ACCEPTABLE USE POLICY:

AIP provides students, at certain grade levels, with access to personal and AIP computer equipment, programs, systems, email, internet, and other technologies. Each student must take responsibility for appropriate and lawful use of this access. Students shall not use the school's equipment, systems or network for activities that cause harm to others or damage to property; or that violate the law, handbook policies. AIP Administration will make a good faith judgment as to which materials, files, information, software, communications and other content and activities are permitted and prohibited, under particular circumstances, based on the following guidelines. Uses and activities that are considered unacceptable and constitute a violation of this policy include, but are not limited to, the following: Illegal activities, accessing inappropriate material, inappropriate or insensitive communication, violating copyright laws, copying of software, plagiarism, misuse of equipment, passwords or software, malicious use or vandalism and unauthorized access to the internet. AIP and its staff reserve the right to filter and monitor devices and school internet usage at all times. **All electronic devices must have the student's full name visible.**

PERSONAL COMMUNICATION DEVICES:

For purposes of this policy, "personal communication device" (PCD) includes, but is not limited to, computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartwatches, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.) not owned by AIP. Students in grades K5-8th may use PCDs before and after school at the discretion of their teacher. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Any student found utilizing PCDs at any time outside of an authorized time frame will have their PCDs taken. Parents/Guardians will have to meet with the principal along with the student, at a scheduled conference time, to regain possession of the PCDs.

PUBLICIZING GREAT THINGS ABOUT OUR STUDENTS:

AIP frequently has the opportunity to celebrate the accomplishments of our students, including award recipients, participants in unique classroom projects, involvement in fine arts programs, athletics, and other activities worth recognizing and promoting. Sometimes, this recognition appears on district and school websites, in print publications, and in county-controlled social media, including Facebook and Twitter feeds. This recognition may include photos of students, as well as their names, school, grade and

teacher's name. It also may include pictures or other representations of students' artistic work, including visual and written pieces. We occasionally may have members of the local media visiting our buildings to cover special events and unique approaches to education being offered by our teachers. Media access to students does not happen within our school without knowledge and supervision, and we do not provide direct access to students when the media is covering stories or topics that might be considered controversial or negative. Most parents enjoy seeing their children included in the day-to-day celebration of all the great things happening in our schools. For that reason, consent and release for this type of recognition is only allowed if the parent/guardian has completed a Media Release Form. Parents are asked to do this at the beginning of each academic school year to ensure we have a current list of students whose activities should not be publicly acknowledged by AIP on the website, on social media, or in other public forums.

LEGAL

EQUAL OPPORTUNITY:

Following, The Georgia Board of Education, AIP does not discriminate based on the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

SEXUAL HARASSMENT & HARASSMENT:

Angels in Progress Christian Academy is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability, or religion. It shall be a violation of this policy for any learner or school personnel to harass learners or school personnel sexually, or based on race, national origin, disability, or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a learner's or employee's race, national origin, disability, or religion by learners, school personnel or third parties participating in observing or otherwise engaged in school sponsored activities. AIP shall:

- (1) Promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability, or religion.
- (2) Promptly take appropriate action to stop any harassment
- (3) Take appropriate action against any learner or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or learners.

SOCIAL MEDIA FOR STUDENTS:

Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of respect consistent with the behavior expected of students in school as outlined in federal and/or state law, and school policies. Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet. Students are personally responsible for the content they publish online. Because digital content lives in perpetuity, anything published will be public for a long time. Use of common sense, parental oversight, and adherence to the social media for students' policy is vital when posting content online. The Social Media for Students Policy applies to the use of social networking in the classroom as well. The same rules and policies that govern student conduct at school apply to social networking activity when social networking is used in conjunction with a class assignment or other school activities. Any social media post that interferes with the educational process or creates a disruption within the school environment may result in school discipline.

SCHOOL PROPERTY:

Lockers/cubbies, academic materials, textbooks, and technology are school property. If administration has reason to believe a locker/cubby or other school property is being used inappropriately, school personnel may search the school property without permission of the student. Students must be respectful of one another's property. Students are responsible for their academic materials and supplies. Academic materials and supplies that are lost or excessively damaged beyond normal usage shall be the responsibility of individual students. Replacement costs and/or fees will be assessed accordingly. Students also are responsible for any library materials they borrow. The school and other equipment in the building must be treated with respect. Damage and marking on walls, doors, or other surfaces will not be tolerated.

CHILD CUSTODY REGULATIONS:

In cases of divorce/separation, a copy of the final agreement of the divorce decree/separation agreement that stipulates the custodial provisions must be provided to the school. Any subsequent changes to the court order or decree must also be provided to administration. Proper identification may be requested to address custody/student issues when entering the building and when consulting with staff. AIP Administration and staff will not mitigate divorce/separation/or custody stipulations between parents. If issues arise that are disruptive to the daily flow, the student's academic progress, or overall safety, measures such as law enforcement intervention and dismissal of the student from AIP may occur.

EVENTS & AFTER SCHOOL ACTIVITIES

AFTER-SCHOOL EVENTS:

Students must be picked up promptly at the time the event is to end. Students not picked up within **10** minutes of an after-school program release **will be** charged for after school care. It is the parent's responsibility to provide transportation after school activities.

1. All after-school activities are a privilege. Students must attend school, the same day, to participate in or attend after school functions.
2. All school rules and procedures apply during the activity.
3. AIP faculty and staff will are not authorized to monitor students between school dismissal and activity start time. Student's that require monitoring, during after school care time or after school closure, will be placed in after school care with the applicable charge.

BIRTHDAY RECOGNITION REQUEST:

The staff recognizes that birthdays are very special days for children. We want to help your child celebrate this special occasion. AIP **does not** hold birthday parties. AIP does allow birthday recognition time at the end of the academic day or during lunch. Each of these time periods is limited to **30 minutes**. Birthday recognition request must be received, by your student's teacher, **14 days** in advance. Please be sure you receive an approval message prior to planning. **AIP is a nut free environment**. Homemade products are not authorized to bring for consumption. All items must be prepackaged. To protect students with health concerns including food allergies and to comply with AIP policy, please follow these guidelines:

1. Limit your treat bags to non-food items such as stickers, pencils, etc.
2. Refrain from sending flowers, balloons, or other special gifts to children during school hours. To avoid hurt feelings, party invitations will not be distributed at school by students. Parents may bring the invitations to the teacher and ask the teacher to place invitations in bookbags. No characters are allowed.
3. Birthday **lunch** recognition must be held during the scheduled lunch time. Lunch times **will not** be extended in any manner. Please be sure items are at the school 30 minutes prior to service. Please be sure all appropriate utensils are received for food items. Please be sure to connect with your child's teacher regarding all dietary restrictions within the classroom so that birthday food choices are available to all students. Limited décor such as: table clothes, napkins, and plates may be used; however, AIP staff will not decorate for birthday recognition. Please bring self-contained items that will require minimum clean up.
4. Birthday recognition in **classrooms** may be held from 2:20-2:50pm. Classroom times **will not** be extended in any manner. Please be sure items are at the school 30 minutes prior to service. Please be

sure all appropriate utensils are received for food items. Please be sure to connect with your child's teacher regarding all dietary restrictions within the classroom so that birthday party food choices are available to all students. Limited décor such as: table clothes, napkins, and plates may be used; AIP staff will not decorate for birthday celebrations. Please bring self-contained items that will require minimum clean up.

CLASSROOM EVENTS:

Based on the traditional and academic calendars, certain periods of the year are celebrated with a classroom event. Parents/guardians are encouraged to participate in these activities. Teachers will provide all communication pertaining to dates, times, food and supply donations as well as assistance needs.

FIELD TRIPS (OFF-SITE EVENTS):

Students' participation in a field trip requires submission of a field trip permission statement signed by an authorizing adult, applicable payment, and a completed emergency medical form (completed online) by the specified due date. Appropriate student behavior, and appropriate attire that presents a positive image of the school is mandatory. The student's conduct must represent the conduct that is in line with AIP's principles. A student's participation on a field trip may be restricted based on grades, behavior, and attendance. Parent's attending field trips must follow the AIP policies and standards for volunteers and visitors. Chaperones, depending on transportation, may have to use personal transportation for field trips. Chaperones will also pay applicable fees for trips. Field trips cost is based on group pricing therefore, field trip cost is non-refundable. Field trips, combined with transportation time, must be conducted within a certain time frame. For this reason, AIP will not mitigate last minute or same day field trip attendance cost for parents or students. Families, to include students, with last minute field trip attendance plans will pay non-group prices. AIP **does not** leave staff on campus on field trip days. Parents that do not desire for their child to attend, must make other arrangements for care on field trip days. For each trip, parents will be asked to sign the following statement:

"I understand that this field trip is an AIP school trip and I am to adhere to the policies and procedures listed in the AIP Handbook. I also understand that if my child is checked-in then my child is under the authority and flow of AIP during the field trip. I understand that I am not to remove my child to take them to do alternate activities or initiatives. I understand that if it is my desire to do so, I will not check my child in under AIP or I will check my child out and retain full authority over them for the entire day. I understand if my child is checked out, they will not be permitted to utilize the AIP transportation services for the entire day."

CLUBS AT AIP:

Clubs offer a range of extracurricular activities, through vendors, for students to participate in. Extracurricular activities provide a great platform to improve social skills, broaden perspectives, facilitate interest, and develop leadership skills all while enhancing intellect. Extracurricular activities,

hosted at AIP, are voluntary and are not part of the AIP tuition and fee structure. It is the sole responsibility of vendors and parents/guardians for all cost, materials, or emergencies regarding any extracurricular activity. Payment for club participation is paid directly to each vendor and not through AIP.

SIGNATURE OF UNDERSTANDING

Thank you for reading this handbook in its entirety. We ask that the responsible parent/guardian please complete the designated form, provided by link, to attest to the following:

“As the parent/guardian of the student(s) listed below, I hereby have read, understand, discussed with my child, and will comply with the policies and procedures set forth in the AIP HANDBOOK.”