



OPERATIONS **MANUAL**

for Students and Parents, 2019-20

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Our Team

AAS Main Office			
Interim CEO	Tony Pickett	Bookkeeper	Ellen Sheffield
Assistant Principal	David Hughes	Admin. Assistant	Joanne Moore
Assistant Principal	Ingrid Reynolds	Admin. Assistant	Melody Jordan
Assistant Principal	Toni Collie	Clinic Aide	TBD
Counselor	Jane Orendorff	Permanent Sub	Twanda Mayers
Counselor	Karen Montgomery	School Resource Officer	Deputy B. Williams
Graduation Coach	Josh Mason		
AAS Instructors			
Academic Core / Foreign Language / Support / Pre-K		Career, Technical & Agricultural Education	
English Language Arts	Tia Butts	Automotive	Bert Allie
English Language Arts	Tonya Clinton	Automotive (Diesel)	Danny Nash
English Language Arts	Marsha Dryden	Construction	Doug Lee
English Language Arts	Shannon Edwards	Cosmetology	Elbretta Carpenter
English Language Arts	Mallorie Pirita	Cosmetology	Leah Turner
Mathematics	William Miller	Culinary Arts	Jeanie Newton
Science	Kristie Graham	Culinary Arts	Michael Shaver
Science	Tasnuva Jhileek	Culinary Arts	Marques Watkins
Science	Rachael Grillo	Energy Systems	Tony Rogers
Science	Diana Moore	Entrepreneurship	Monique Watkins
Science	Charlena Raines	Film/Television	Jayci Carroll
Social Studies	Daketa Fonville	Graphic Design	Chad Drake
Social Studies	Margaret Duncan	Healthcare	Rebecca Baker
Social Studies	Sandra Pisen	Healthcare	Jodi Braswell
Social Studies	Brian Sanders	IT/Cybersecurity	Melissa Rommelman
Social Studies	Donnie Moseley	Legal Services	Earl Parker
Spanish	Marcella Felix	Marketing	Holli Meredith
Spanish	Loida Lainez	Mech. Engineering	Brandi Burns
ESE	Joe Jenkins	Mechatronics	David Hamby
ESE	Gary Mayo	Teaching as a Prof.	Ann Miller
ESE	Marnie Schlottman	Teaching as a Prof.	Teresa Oliver
ESE	T. Charles-Smith	Veterinary Science	Mara Jones
Pre-K	Christy Lloyd-Allen	Welding	Weygand Grant
Pre-K	Faith Johnson		

Our Purpose

Academy for Advanced Studies (AAS) is a college and career academy and a program of choice for high school students enrolled in Henry County Schools.

Our mission is to ensure students **GRADUATE** from high school **PREPARED** to achieve their college and career goals.

To carry out our mission, we provide the following learning opportunities:

- **Access to College Coursework**

At AAS, students can earn college credits that also satisfy high school graduation requirements. Courses are offered by our college partners –

- Southern Crescent Technical College
- Gordon State College
- Clayton State University

- **Advanced and Unique Career Development Coursework**

At AAS, students can enroll in career development courses not available at their home high school.

We offer career pathway courses in **17** career clusters, many of which enable students to earn **industry-recognized certifications**.

- **Soft Skills Valued by Colleges and Employers**

At AAS, students can expect an environment that emphasizes college and career readiness. In particular, AAS instructors focus on proficiency in the application of essential **communication** and **work-ethic** skills.

EXPECT
an EXCEPTIONAL
EXPERIENCE

Academy Graduates

We are committed to preparing students to achieve their college and career goals.

To that end, we believe the following are essential characteristics of college and career ready Academy graduates.

CHARACTERISTICS OF ACADEMY GRADUATES

1. **Focused:** Develops and implements a comprehensive plan for achieving their college and career goals.
2. **Industrious:** Demonstrates a strong work ethic and consistent application of essential soft skills.
3. **Ambitious:** Participates in rigorous coursework: Dual Enrollment, Honors/Advanced Placement, and/or advanced CTAE courses.
4. **Resourceful:** Acquires real-world experience through work-based learning, service learning, and/or completion of a capstone project.
5. **Experienced:** Earns credentials recognized by colleges and employers.

Soft Skills

ESSENTIAL SOFT SKILLS

Students are our future colleagues, employees and employers. With that in mind, we believe it's important for students to practice the work-ethic traits that are essential to a productive and effective business organization.

At AAS, we emphasize the following soft skills and work-ethic traits:

- **Appearance** – Displays appropriate dress, grooming, hygiene, and etiquette.
- **Attendance** – Attends class regularly; arrives on time; notifies instructors in advance of planned absences; and makes up assignments in a timely manner.
- **Attitude** – Demonstrates a positive attitude; appears self-confident; and has realistic expectations of self.
- **Character** – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
- **Communication** – Displays appropriate nonverbal (eye contact, body language) and verbal (listening, grammar, and etiquette) communication skills.
- **Cooperation** – Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; and follows the chain of command.
- **Organization** – Manifests skills in personal management, prioritizing, flexibility, stress management, and dealing with change.
- **Productivity** – Displays initiative and effort; follows safety practices and conserves materials; maintains a neat and clean work station; and follows directions and procedures.
- **Respect** – Deals appropriately with cultural and racial diversity; does not engage in harassment of any kind; shows empathy; and works well within the organizational structure.
- **Teamwork** – Respects the rights of others; is a team worker; is cooperative and assertive; displays a customer service attitude; seeks opportunities for continuous learning; and displays a mannerly behavior.

College Coursework

Students who attend Academy for Advanced Studies have the option of enrolling in college coursework, career development coursework, or both.

DUAL ENROLLMENT @ AAS

The Dual Enrollment program enables students to take college courses and earn credit toward both a high school diploma and a college degree while still in high school.

General Information

1. Students may enroll full-time or part-time in approved credit-bearing college courses that may be taken before, during or after regular school hours.
2. Tuition for Dual Enrollment courses is paid through the Georgia Student Finance Commission. There is generally no cost for students.
3. To participate, students must take either the SAT, ACT, or COMPASS exam and meet all other entrance requirements of the college.
4. Students should contact the individual college for details related to admission and enrollment, and confer with their home school counselor.

Course Offerings

1. Specific course offerings and schedules are posted on each college's website, and may vary by semester.
2. Course schedules may not align with the Academy's bell schedule for career development coursework.
3. The [AAS Website](#) includes a link to the dual enrollment websites for Southern Crescent Technical College, Gordon State College, and Clayton State University.
4. Students should confer with their **home school counselor** to ensure the college courses of interest satisfy high school graduation requirements.

Career Coursework

CAREER PATHWAYS @ AAS

AAS offers coursework in the following career pathways.

Career Cluster	AAS Career Pathways
Agriculture, Food, and Natural Resources	Veterinary Science
Architecture and Construction	Carpentry
	Electrical
	Masonry
	Plumbing
	Welding
Arts, Audio-Video Technology and Communications	Film and Television
	Graphic Design
	Graphic Communication
Business Management and Administration	Entrepreneurship
Education and Training	Early Childhood Care and Education
	Teaching K-12 as a Profession
Energy Careers	Energy and Power
Finance Careers	Business Accounting
	Advanced Banking
Health Science	Emergency Medical Responder
	Pharmacy
	Phlebotomy
	Sports Medicine
	Surgical Technology

Career Cluster	AAS Career Pathways
Hospitality and Tourism	Culinary Arts
Human Services	Personal Care Services – Cosmetology
Information Technology	Computer Science
	Cybersecurity
	Game Design
	Information Support and Services
	Networking
Law, Public Safety, Corrections and Security	Web Development and Data Management
	Legal Services / Applications of the Law
Manufacturing	Mechatronics
Marketing	Marketing Communications and Promotions
Science, Technology, Engineering, & Mathematics	Electronics
	Mechanical Engineering and 3D Design
Transportation, Distribution, and Logistics	Automotive Maintenance and Light Repair
	Automotive Service and Technology
	Diesel Maintenance
	Supply Chain Management and Logistics

Attending AAS

Academy for Advanced Studies is a charter program of choice available to high school students enrolled in Henry County Schools. The following are important reminders regarding enrollment in Academy programs:

1. Registration for Academy programs is open to all high school students.
2. The registration process is completed in the spring for the following school year.
3. In the event there are more applications than available space, a **random lottery** will be used.
4. Students who enroll in Academy programs will continue to be members of their home high school.
5. The student's home high school counselor has primary responsibility for advisement pertaining to course selection and completion of high school graduation requirements.
6. Academy counselors provide additional advisement support to home high school counselors, students and parents.
7. Bus transportation is provided by Henry County Schools. Students may use bus services to attend AAS in the morning session or the afternoon session.
8. Students using school bus transportation will be required to take a minimum of **two** classes per day. Students utilizing their own transportation will be required to take a minimum of **one** class per day.
9. The Academy operates a block schedule whereby students earn **full course credit in one semester**.
10. In the unlikely event a student demonstrates that the Academy program is not for them, as evidenced by poor attendance, conduct, or grades, their continued participation may be denied.
11. Students will graduate from their home high school.

Daily Schedule

Academy for Advanced Studies - Bell Schedule 2019-20			
Morning Session	Start Time	End Time	Duration
Instructional Focus	8:30	8:45	15 min
1st Block	8:50	10:10	80 min
2nd Block	10:15	11:35	80 min
Transition	AM Students - Transition to Buses at 11:35 - Eat lunch at home school		
	PM Students - Collect in Commons - Eat lunch at AAS - 11:35 - 12:05		
Afternoon Session	Start Time	End Time	Duration
3rd Block	12:10	1:30	80 min
4th Block	1:35	2:55	80 min
Instructional Focus	3:00	3:15	15 min
Transition	Buses for ELHS/LGHS/MHS/OHS/UGHS dismiss @ 3:00		
	Buses for DMS/HHS/LMS/SMS/WMS/ARMS dismiss @ 3:20		

ARRIVAL

Morning students should arrive no later than **8:25**.

Afternoon students should arrive no later than **11:30**.

LUNCH

1. Students attending AAS in the **morning session** will eat lunch at their home school.
2. Students attending AAS in the **afternoon session** will eat lunch at the Academy.
3. Students can apply for free and reduced lunch at their home school or at the Academy. Upon approval of your application, your student ID number for lunch purchases will work at both the home school and the Academy.

TRANSPORTATION

BUS RIDERS – MORNING SESSION

- Students will ride their usual bus to their home high school, then promptly board the Academy bus. Upon arrival, students will have the opportunity for breakfast.
- Upon completion of morning classes, students will promptly board the Academy bus for return to their home school. Students will have lunch at their home school.

BUS RIDERS – AFTERNOON SESSION

- The home high school will dismiss students to board the Academy bus. Upon arrival at the Academy, students will have lunch.
- Upon completion of afternoon classes, students will board the Academy bus for return to either their home high school or middle school.
- Upon arrival at their home high school or middle school, students will promptly board the designated bus for delivery to their home.

CAR RIDERS

- Car riders must be dropped-off and picked-up at the front of the building.
- Students must enter/exit the building through the **main office entrance**.

STUDENT DRIVERS

- Student drivers must obtain an Academy parking decal and display it on their rear view mirror. The parking decal is available from the Academy main office.
- The cost of an Academy parking decal is \$15.00 for the year. To receive a **free** decal, students must show proof of a current permit for their home high school.
- Parent permission must be on file for a student to ride with/drive another student.
- Students enrolled in a career development program must park in the upper parking lot (adjacent to the Performing Arts Center) and enter the building through the **main office entrance**.
- Dual enrollment students may park in the main parking lot and enter the building through the **college entrance** (adjacent to Georgia United Credit Union). Students must show their college **identification badge** to enter at this location.

Attendance & Punctuality

ABSENCE - TARDY - EARLY CHECKOUT

As in the workplace, a team member's attendance and punctuality is expected because it is critical to both personal and organizational effectiveness.

- Whenever a student must be absent, they are responsible for providing a written note explaining the reason for the absence to BOTH the home school and the Academy.

Remember, Georgia requires students to attend school to obtain a Georgia driver's license.

- Whenever a student must arrive late or leave early, they must check-in/check-out at the main office.
- On the rare occasion when a student must be tardy to class, they are responsible for presenting a pass from the teacher whose class they just left or a pass from the front office.

Remember, unexcused tardiness can result in disciplinary actions.

MAKING-UP MISSED ASSIGNMENTS OR TESTS

AAS students are responsible for getting with their instructor to make arrangements for making-up assignments or tests they missed due to absence.

Communication

PHONE – FAX – EMAIL – TEACHER WEBPAGE

- Phone: 770.320.7997 Fax: 678.610.5853
- Email & Teacher Webpage: Go to the AAS website and click on “Faculty/Staff” for our email and teacher webpage directory.

PARENT CONFERENCES

Parents may schedule a conference with an administrator, counselor and/or instructor by contacting the AAS Guidance and Counseling Office at (770) 320-7997.

WEBSITE AND SOCIAL MEDIA

Students and families will find helpful information on our website and social media pages:

- Website: <https://schoolwires.henry.k12.ga.us/aas>
- Facebook: <https://www.facebook.com/academyforadvancedstudies>
- Twitter: https://twitter.com/AAS_HCS

REMIND APP

Remind is a one-way text messaging and email system. With Remind, all personal information remains completely confidential. Visit www.remind.com to learn more.

- To receive AAS news and updates on your **mobile phone**, please send a text message to this number: (626)-283-4994 and then type this message - @academyfo
- To receive messages via **email**, send a blank email to academyfo@mail.remind101.com

CAMPUS MESSENGER (INFINITE CAMPUS)

The AAS administration will provide voice messages whenever there is a need to alert students and families about important information.

Note: Parents must log-in to the Infinite Campus Parent Portal and “**opt-in**” if they wish to receive voice messages through the Campus Messenger System.

CHECKING STUDENT GRADES (INFINITE CAMPUS)

AAS grades can be checked in Infinite Campus Parent Portal using the same password as the home school. Just change the drop down menu from the home school to the Academy for Advanced Studies to obtain the student’s grades.

Protecting Students

SECURITY PROCEDURES

1. A **School Resource Officer**, employed by the Henry County Sheriff's Department, is assigned to AAS.
2. All visitors must enter the AAS facility through the **main entrance** and immediately check in at the main office.
3. Students and staff are required to enter/exit the facility through designated doors only.
4. All students and staff are required to wear their school-issued identification badge.
5. All classroom doors are secured when class is in session.

MEDICINE PROCEDURES

When students take medicine at school:

- Parents must bring the medicine and related equipment to the Academy and fill out a Medication Authorization Form.
- Please do not send medicine to AAS by the student.
- All prescription and over-the-counter medicine must be kept in the clinic office unless permission is given by the CEO.

EMERGENCY CONTACT INFORMATION

It is critical for the administration and faculty to be able to contact a student's parent or legal guardian. Parents must provide emergency contact information at the time of registration, and whenever there is a change in such information.

Responsible Behavior

CODE OF CONDUCT

All regulations as stated in the 2019-20 Henry County Schools Student/Parent Handbook and Code of Conduct are enforced at Academy for Advanced Studies.

Students are responsible for appropriate behavior at all times. Remember that:

- The Academy is a multi-use facility. On a regular basis AAS hosts college classes, meetings of district office staff, community meetings, and visitors to the school.
- AAS instructors emphasize student proficiency in demonstration of the work-ethic skills required by employers.
- Participation in Academy programs is a privilege, not a right. Continued participation can be denied for disruptive conduct.
- We must maintain a professional environment.

CONSEQUENCES FOR MISCONDUCT

1. If a student were to be assigned **In-School Suspension (ISS) for misconduct at AAS**, they will serve ISS at the Academy only. ISS will not be assigned at the student's home school.
2. If a student were to be assigned **ISS for misconduct at their home school**, they will serve ISS at the home school only. ISS will not be assigned at the Academy.
3. If a student were to be assigned **Out-of-School Suspension (OSS) at either AAS or their home school**, they will serve the period of suspension at BOTH their home school and the Academy.

DRESS CODE

Proper dress is an essential work-ethic expectation of employers. Remember that:

- The dress code, as outlined in the Henry County Schools Student/Parent Handbook, is enforced at the Academy.
- AAS instructors may require the specific business wear of a profession (such as hospital scrubs or chef coat/hat).
- Any student found out of dress code will be placed in ISS for the remainder of their day at the Academy.

Assessments

FINAL EXAMS & STANDARDIZED TESTS

1. The schedule for all assessments is posted on the Academy website.
2. The Academy administers **final exams** ahead of the home high school exam schedule. Students will NOT report to the Academy during their home school final exam schedule.
3. The Academy administers **GA Milestones End-of-Course Tests** to students who take such academic courses at the Academy.
4. The Academy administers **Advanced Placement (AP) Tests** to students who take such AP courses at the Academy.
5. The Academy administers **End-of-Pathway Assessments** to students as they complete their career pathway courses. Students scoring a “Pass” rating will earn a certificate as an End-of-Pathway Completer.

Student Organizations

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

CTSOs are an extension of the Academy's career development programs. CTSOs provide opportunities for students to:

- form positive relationships with classmates who share common interests;
- participate in leadership and professional development activities;
- engage in local, state and national skill competitions; and,
- build their college and career awareness and readiness.

CTSO opportunities at the Academy include the following:

Career Cluster	Student Organization	Instructor/Sponsor
Marketing	DECA Distributive Education Clubs of America	Ms. Meredith
Business Management & Administration Finance Careers Information Technology	FBLA Future Business Leaders of America	Ms. Watkins
Hospitality and Tourism Human Services	FCCLA Family, Career, & Community Leaders of America	Chef Newton Chef Shaver
Agriculture, Food, and Natural Resources	FFA Future Farmers of America	Ms. Jones
Education and Training	FGE Future Georgia Educators	Ms. Miller
Health Science	HOSA Health Occupations Students of America	Ms. Baker Ms. Braswell
Architecture and Construction Arts, Audio-Video Tech & Communications Hospitality and Tourism Human Services Law, Public Safety, Corrections and Security Transportation, Distribution, and Logistics	SkillsUSA	Ms. Carpenter
Energy Careers Manufacturing STEM	TSA Technology Student Association	Mr. Hamby