

Atholton Adventist Academy

ESOL Student Handbook



2020-2021

**ESL Handbook
2020-2021**



Background:

History

Atholton Adventist Academy has been an Adventist School since 1958, over 50 years ago. When it first started, it only had 1 teacher and 13 students. Today there are 16 full-time teachers, as well as several other part-time staff to help you succeed.

Mission & Vision Statement Explanation

The sidebar shows you the *Mission & Vision Statement* from the AAA Student Handbook.

What does this mean?

First, it means that since we are a Christian School, while you are here you will have the opportunity to:

- 1) Become familiar with the basics of what Christians believe (Even if you don't even know what a Christian really is).
- 2) Learn about the world's most read book—the Bible.
- 3) Train you to help other people.
- 4) Discover if a relationship with Jesus is something you are interested in. We are always willing to answer your questions, but we will not force you to become a Christian—that is your choice.

Second, it means that we will help you:

- 5) Choose to be an excited learner who loves learning forever!
- 6) Think deeply and independently in English (Critical thinking)
- 7) Learn English language, grammar, and American history and culture
- 8) Become mainstreamed into regular classes as soon as possible

Finances:

Please refer to the AAA Student Handbook for details

- Tuition covers classes, textbooks, classroom supplies, and most field trips.
- Extra fees may include extracurricular sports, BASC, forgotten lunches, annual ski trips, and class trips.
- If you want to know more details, check out the AAA School Handbook.

From the AAA School Handbook

Mission Statement

To provide a safe, learning-focused environment that challenges students to excel as

- Active, engaged Christians
- Enthusiastic, lifelong learners
- Productive, responsible citizens
- Independent thinkers

Vision Statement

Atholton Adventist Academy is a Christ-centered, Seventh-day Adventist School. Our vision is

- To provide a quality educational environment where students can strive for academic excellence
- To train students for responsible service within their family, church, and community
- To nurture students toward a saving relationship with Jesus Christ.

The Basics:

Before and After School Care (BASC)

Because you are a student at AAA, you have the right to be part of BASC if you need it. If you arrive before 8:00 am or need care after 3:45 pm (M-T) or 2:15 pm (Friday), you will be sent to BASC. Many ESOL students, however, use the after-school time to receive tutoring and after-school academic support. This means that most of you will not use BASC very often. However, if you do, there are some fees (\$), that your family will need to pay, for this service.

Library Usage and Book Fees:

You will be able to visit the library whenever you need to. Each time, you may check out up to two books or video (media) resources. You must return these borrowed items before you can check-out any more. If you don't return your books at the end of the year, you will need to pay for the books/videos.

Textbooks:

The school provides textbooks for your classes while you attend AAA. You are only borrowing the textbooks. You must take good care of them. At the end of the year you need to return them. If you don't return the textbooks, you will need to pay money for them.

From the AAA School Handbook

Before- and After-School Care

Registration entitles your child to access the Before- and After-School Care (BASC) program. Students are charged only for services used. Billing for BASC will be reflected on the regular monthly statement. An additional charge for late pick-up is applied. Students dismissed from extracurricular activities must be picked up immediately at the close of the activity. Failure to do so will result in additional after-school care charges.

Music Lesson Fees

Private music lessons are available by arrangement with an Atholton Adventist Academy-associated music instructor. A fee is charged by the instructor for private lessons. All fees are set by the music instructor and are paid directly to the music instructor.

Library Book Fees

All library books should be returned to the library by following established procedures. At the close of the school year, report cards will not be issued to students with library books that are still checked out until those library books are returned or a replacement fee is paid.

Textbook Fees

Textbooks are rented to the students by the school for use during the school year. All books must be returned to the school at the close of the school year. If a textbook assigned to a student is lost or becomes damaged beyond normal wear and tear, the replacement cost will be billed to the student's account.

Academics:

Academic Goals

In all of our classes, we wish to support you. We want to help you learn English vocabulary and speaking skills in all of your classes.

Classes

ESOL support/classes are provided in the following Middle-School/High School courses:

- Bible
- Social Studies (American History)
- Science
- English Literature
- English Grammar/Speaking
- Online support in other courses

If you are an elementary student, you will spend each day with your English-speaking classmates for most of the school day. Your teacher will help you as needed. The trained ESOL teachers are also available if you need their help.

If you are a Middle School or High School student, you will be taking part of your classes with the ESOL teachers and part of your classes with the regular English-speaking AAA students.

Homework

You should always finish all homework assignments that teachers give you. Most homework assignments are due the next day or the next class period.

Learning English / Language Expectations

Teachers wish to help you learn English

You also need to plan to help yourself learn English. These plans should include:

From the AAA School Handbook

Atholton Adventist Academy provides curriculum instruction that meets Maryland state requirements and follows the curriculum recommended by the Columbia Union Conference of Seventh-day Adventists. In addition to the state requirements, Bible instruction is provided to all grades.

The AAA School Handbook has complete descriptions of the academic expectations and objectives for each grade.

For Parents/Homestay:

ESOL Classes are provided to improve vocabulary and language skills in the various subject areas..

ESOL support is offered for all classes, even those in which the student is integrated in a homeroom.

In the elementary grades, ESOL students are integrated into the homeroom classes and programs. Each classroom is small and each teacher has planned lessons structured for a variety of learners, including ESOL students.

High School Courses such as P.E. (Physical Education) and Math (Algebra I & II, Geometry) are offered within an integrated setting.

Learning English:

Please assist the ESOL student in learning English by encouraging conversation throughout the time you spend with them. All English conversations help the ESOL student learn conversational English!

- Speaking English in class
- Speaking English with your ESOL friends most of the time
- Speaking English during lunch period
- Spending time speaking English with English-speaking students (lunch, study hall, between classes)
- Speaking English with your home stay family
- Joining extracurricular activities (sports, music groups, drama) *REQUIRED
- Going to all after-school or weekend class activities
- Going on all class field trips

Report Cards / Academic Progress Reports

- Your report card, grades, and GPA are reported at Renweb.com. You need to have an email address login and password to see your grades at Renweb.com. You need to ask the school secretary or your homeroom teacher for help getting started.
- Your parents and/or guardians will also be given a login and password to renweb.com. Please help them learn how to login so that they can see your grades.
- All teachers update their renweb online gradebooks often. They will usually give you new grades once a week.
- For High School students, semester grades are recorded as part of your student record report.

Grading System

If you are in grades 3-10 your grading table is shown here.

B+	87.5	A	91.5	A-	89.5	Excellent
C+	77.5	B	81.5	B-	79.5	Above Average
D+	67.5	C	71.5	C-	69.5	Average
F	0-59%	D	61.5	D-	59.5	Below Average
I						Failing
						Incomplete

All incomplete grades MUST be completed within the 2-week period following the end of that grading period. ***If you have a “D” or “F” or “I” grade on your Reweb.com report you cannot play sports or participate in other extracurricular activities.***

From the AAA School Handbook

Academic Progress Reports

The school’s administrative communication system is RenWeb. It is a web-based program that allows parents access to information about their child’s academic progress, homework assignments, and attendance. Students may also access this information with parent permission. After a student is enrolled, each family receives the school’s district code and family passcode. These codes may be used to access RenWeb.

The school year is divided into four 9-week periods. At the end of each 9-week period, report cards may be accessed and printed using RenWeb. In addition to these quarterly reports, periodic reports are emailed to parents. Any parent wishing to receive a paper copy of a report from the school must make a specific request through the school office.

Behavior:

Respect:

AAA students are learning to respect all people. As a AAA student you need to always:

- Be respectful to teachers
- Be respectful of all other students
- Use proper language when addressing teachers and students. Swearing is not permitted anytime.
- Teachers should be addressed as “Mr.” or “Mrs.” Or “Ms.” along with their last name/preferred name.

Attendance (Where should you be?):

- School starts at 8:15. You need to be in your HOMEROOM by 8:15.
- Ask someone if you don’t know where you need to be. DO NOT just walk around until someone finds you.
- Be on time to all classes. You have three minutes between classes.
- Ask your teacher before leaving your classroom. This includes going to the restroom or to the office.
- Remain in supervised areas at all times (no wandering around the building, gym, etc.)
- Your I-20 requires that you maintain a high record of 474\\

Lunches / Food:

- Bring a lunch to school each day.
- You may order a hot lunch on Wednesday and Friday. You must complete an order form 1 day ahead and turn it into the office.
- AAA wants to help you be healthy so we recommend a plant-based diet. You should **not bring** caffeinated beverages, food items that contain pork, shellfish and other unclean meats. Microwaves are available in each classroom, but food should be pre-cooked before sending to school.
- If you forget your lunch, ask the office. They will make you a lunch. It will cost you \$5.
- You may not chew gum at school, even at lunch. If you are caught chewing gum, you must pay a \$5 fine to the office.

From the AAA School Handbook

Attendance

Atholton Adventist Academy is bound by state law to maintain accurate attendance records, but, more importantly, students need to learn the importance of punctuality and regular attendance. Students who enter the classroom late disrupt the educational process and may miss worship, important announcements, and specific directions for schoolwork and assignments. Students who are absent put an added burden on themselves and the teacher. Students who are not in regular attendance may jeopardize their enrollment at Atholton Adventist Academy or promotion to the next grade.

****PLEASE READ THE STUDENT HANDBOOK CONCERNING ABSENCE AND TARDY POLICIES****

School Hours

School hours are 8:15 a.m.–3:30 p.m. (Monday through Thursday). School hours for Friday are 8:15 a.m.–2:00 p.m.

In the morning, students report to Before-School Care if they arrive before 8:00 a.m.

In the afternoon, students who are not picked up by 3:45 p.m. are sent to After-School Care

Closings/Weather Alert

AAA follows Howard County for all closings or delays.

Lunches

Parents are responsible for providing a nutritious lunch. Parents are encouraged to eliminate highly sugared items from lunches. Caffeinated beverages and flesh foods, poultry, and seafood of any kind are not permitted in school lunches.

When a child fails to bring a lunch to school, food may be provided for the student at a \$5.00 charge... MORE DETAILS see STUDENT HANDBOOK

- You may only drink water outside of lunch time.
- You may not eat food and snacks during class time or study halls.

Technology:

Internet Use (Academic)

- You can get on the Internet in the computer lab, on computers in your classrooms, and through wi-fi (staff only).
- You must ask your teacher before using the computer or the Internet.
- You may only use the computers and Internet for school work.
- You should work to use websites written in English.
- You must sign a page that promises AAA that you will only go to safe and academic sites while you are at school.
- You should use the internet at school ONLY to study, learn English, and check your grades.
- You should not play games, use social networking sites, or check your personal email while at school.
- You should NOT connect to the internet on your personal technology devices (see below).
- You should ask your host family how you can check your email and do social networking while at home.

Personal Technology

- ***No personal technology*** items may be used anywhere on campus during school or BASC. This includes but is not limited to iPads, ipods, itouches, mp3 players, cell phones, smart phones, tablets, laptops, etc. You may use the “contact book” portion of your device when using the phone in the office to contact family.
- ***You must own a Language Translator.*** You may only use a language translator to help in school work, not to play games, use the Internet, listen to music, etc. The teacher will take away your translator if you use it for play.

Internet Use (Academic):

Internet access is provided for students at Atholton Adventist Academy. Filtering of Internet content is administered using Comsift; however, students are expected to use good judgment when accessing Internet sites. Every student must have a Computer User Agreement signed by both parent/guardian and student on file at the school. Violation of the Computer User Agreement may result in loss of Internet privileges. Students who lose their Internet privileges are still responsible for classroom computer assignments.

Dress Code

AAA has a style of uniform. You will be expected to follow the dress code with a good attitude.

What you can wear:

- **Clothing**
 - Polo shirts – white, dark green, navy blue, light blue, and wine/maroon (student must own one navy polo shirt with the school logo)
 - Pants, shorts, or skirts (knee length) – navy blue or khakiCargo pants and jeggings are not allowed. Girls' leggings or tights under a skirt are allowed in uniform-approved colors.
- **Outerwear** (sweatshirts and sweaters) in school must be the school logo sweatshirt or an approved cardigan sweater.
- **Gym shoes** must be worn for P.E. School shoes should be sturdy soled and closed-in toe and heel.

What you cannot wear:

- **Jewelry** – anything that would be worn on your neck, fingers, ears, or wrist (other than a watch) isn't allowed.
- **Make-up** – No visible make-up please. You are beautiful just as you are!

When should you wear your uniform?

- You need to be sure you are wearing the uniform when you attend school and attend fieldtrips.
- Music performances have a different uniform.
- Sports have a different uniform
- Evening activities at school do not have a uniform.
- See the uniform details in the AAA Student Handbook.

MY REFERENCE INFORMATION

Full Name:	Age:
English First Name:	My teachers:
Locker #:	1)
Locker Code:	2)
Atholton Email address: _____ @atholton.us	3)
Login:	4)
Password:	5)

Middle School / High School Teachers:

Mrs. Kim –She is the Principal of the school. She will help you learn about becoming a good AAA student. If you have questions about the rules, you can ask her for help.

Mrs. Chedalavada (Mrs. Ched) – She is the International Student Coordinator and will teach part of your English classes and science (internationalstudents@atholton.us). She also teaches Spanish and Art. She will help you understand more about American culture.

Mrs. Potts – She is the school secretary. She can help you and your parents or guardians with your documents and successfully access Renweb.com.

Pastor Mark – He is your Bible and American History teacher and also helps with computer support. He will help you learn about the Christian religion and Bible. He can also help you get an email address.

Mrs. DeWitt – She is the 7th grade sponsor and some of you will be in her homeroom.

Mr. DeWitt – He is your Math teacher / 8th grade sponsor. He will teach your math class. He will help you with your locker code.

Mr. Hyde – He likes snakes. He teaches Science and Computer classes. He can also help you with your email address. He is the 10th grade sponsor.

Mrs. Villanueva (Mrs. V) – She is your Reading and English grammar teacher. She also teaches 9th & 10th English.

Mr. Villanueva (Mr. V.) – He will be teaching some of you Bible and World History. He is also the 9th grade sponsor.