



AIA Montessori

ALPHARETTA INTERNATIONAL ACADEMY

THE AIA FAMILY HANDBOOK

2026–2027

Effective July 31, 2026

Rooted in Montessori. Ready for the World.

A Montessori Community Since 1981

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PART I

Welcome to AIA

ROOTED IN MONTESSORI. READY FOR THE WORLD.

1. Welcome

Dear Families,

Welcome to Alpharetta International Academy.

Whether your family is joining AIA for the first time or returning for another year, thank you for placing your trust in us. Since 1981, our school has provided an authentic Montessori education within a caring, inclusive community where children are known, supported, and encouraged to grow in confidence and independence.

This handbook outlines the policies, procedures, and expectations that support daily life at AIA. It also reflects the shared values that guide our partnership with families: kindness, respect, diversity, creativity, independence, and community.

We look forward to working with you throughout the school year and supporting your child's growth, well-being, and love of learning.

Warm regards,

Sarah Prosser

Head of School

Rooted in Montessori. Ready for the World.

2. Using This Handbook

This handbook provides families with an overview of Alpharetta International Academy's programs, policies, procedures, and community expectations.

Families are encouraged to become familiar with its contents and refer to it throughout the school year. Many common questions can be answered by consulting this guide, helping us work together consistently in support of every child.

No handbook can anticipate every circumstance. The Head of School reserves the authority to interpret, apply, revise, or amend policies when necessary to support student well-being and the effective operation of the school. Families will be notified of significant changes.

This handbook should be read together with the Enrollment Contract, Tuition and Fee Schedule, and any program-specific agreements. When documents differ, the signed Enrollment Contract governs the contractual relationship between the school and the family.

3. Mission, Vision & Community Values

Our Mission

At Alpharetta International Academy, we provide an authentic Montessori education that nurtures curiosity, independence, and a lifelong love of learning. We foster a safe, inclusive community where every child is known, valued, and encouraged to reach their fullest potential academically, socially, emotionally, and personally.

Our Vision

We prepare confident, compassionate, and curious learners who are equipped to make a positive difference in their communities and the world.

Our Community Values

Kindness	We treat one another with compassion, empathy, and care.
Respect	We honor the dignity, individuality, and voice of every person.
Diversity	We celebrate the cultures, perspectives, and experiences that strengthen our community.
Creativity	We encourage curiosity, innovation, and joyful exploration.
Independence	We empower children to become confident, capable, and responsible learners.
Community	We believe education is a partnership among students, families, and educators.

4. The Montessori Difference

Montessori is more than a teaching method. It is an approach to education that recognizes each child as a capable, curious, and unique learner. Children are encouraged to think independently, make meaningful choices, develop responsibility, and progress at their own pace within a carefully prepared environment.

At AIA, authentic Montessori principles shape every aspect of the educational experience.

Mixed-Age Classrooms

Children learn with and from one another over a multi-year cycle, developing confidence, collaboration, empathy, and leadership.

Prepared Environment

Classrooms are intentionally designed to encourage independence, concentration, order, and purposeful learning.

Freedom Within Limits

Children make meaningful choices within clear expectations, learning that independence is accompanied by responsibility.

Uninterrupted Work Cycle

Extended work periods allow students to receive lessons, choose purposeful work, concentrate deeply, and complete meaningful tasks.

Individualized Learning

Lessons are presented according to developmental readiness, allowing each child to progress with appropriate support and challenge.

Educating the Whole Child

Academic, social, emotional, physical, and character development are regarded as equally important.

Global Citizenship

Through language, culture, community, and service, students develop empathy, respect, and an appreciation for the wider world.

OUR MONTESSORI FOUNDATION

Montessori education prepares children not only for the next stage of school, but for life – nurturing curiosity, responsibility, creativity, compassion, and independence.

5. Our Programs

Alpharetta International Academy offers an authentic Montessori education from 18 months through Middle School, with programs designed to support each stage of a child's development.

Program	Age/Grade	Overview
Pre-Primary	18 months–3 years	Our youngest learners develop independence, language, movement, and social skills within a nurturing Montessori environment.
Primary	Ages 3–6	Children build strong academic foundations through hands-on learning while developing concentration, confidence, and independence.
Elementary	Grades 1–6	Students deepen understanding through interdisciplinary studies, critical thinking, collaboration, research, and real-world learning.
Middle School	Grades 7–8	Our adolescent program combines rigorous academics with leadership, entrepreneurship, service, and real-world experiences that prepare students for high school and beyond.

Classroom Placement

Families are valued partners in their child's Montessori journey at AIA, and we welcome information that may help us understand each child's needs. When more than one classroom placement is possible, family preferences will be thoughtfully considered. Final placement decisions are made by the Guides and Head of School with careful attention to the child's development, relationships, learning needs, the balance of the classroom, and the integrity of the Montessori multi-year cycle.

Program Transitions

A child's move from one program to the next is guided by more than age. Guides from the current and receiving classrooms, together with administration, consider each child's social and developmental readiness, concentration, and academic progress. We partner closely with families throughout a transition and welcome your input; final placement decisions rest with the Head of School.

Ratios

Class sizes and staffing are structured to support the Montessori multi-year cycle while meeting or exceeding applicable state licensing requirements. Ratios may vary by program, student age, enrollment, and classroom needs. Current program-specific ratios are available from the School Office.

Enrichment Programs

Depending on age, grade level, and annual scheduling, students may participate in Spanish, art, music, physical education, yoga, engineering and design challenges, outdoor learning, and community service. Offerings may vary from year to year.

PART II

School Life

ROOTED IN MONTESSORI. READY FOR THE WORLD.

6. Partnership Between Home & School

A successful Montessori education depends upon a strong partnership between school and home. Open communication, mutual respect, and shared expectations provide the consistency children need to thrive.

Our Commitment

- Provide a safe, engaging Montessori learning environment.
- Know and support each child as an individual.
- Communicate openly, honestly, and respectfully.
- Celebrate growth and address concerns promptly.
- Partner with families through both successes and challenges.

Your Partnership

- Support the school's mission, policies, and community expectations.
- Communicate respectfully with faculty and staff.
- Read school communications and respond when appropriate.
- Ensure children arrive on time and ready to learn.
- Support regular attendance and growing independence at home.
- Address concerns through the appropriate school channels.

Family Involvement

Families are encouraged to participate in conferences, school events, volunteer opportunities, and family learning programs throughout the year. Every contribution helps strengthen our community. To support this shared commitment, each family is asked to complete a minimum of **8 volunteer hours** during the school year.

Private Tutoring & Babysitting

To maintain appropriate professional relationships and ensure fairness within our school community, AIA faculty and staff do not provide private babysitting, childcare, tutoring, transportation, lessons, or similar services for students who are currently enrolled at the school or their immediate family members.

Faculty and staff also do not solicit business or employment opportunities from current AIA families or use school relationships or confidential family information for personal purposes.

We appreciate our families' understanding and support in helping us maintain clear professional boundaries that protect the integrity of our school community.

7. Admissions & Enrollment

Admission decisions are made individually, considering each child's needs, classroom balance, available space, and the school's ability to provide an appropriate Montessori environment.

Admissions Process

- Tour
- Application

- Student observation or assessment
- Review of previous school records, when applicable

Enrollment

Enrollment is confirmed when all required forms and agreements have been submitted, applicable fees have been paid, and required medical and emergency information has been received.

A 90-Day Settling-In Period

The first 90 days of a new placement are considered a transition period and a time of mutual discovery, during which the child, family, and school work together to support a successful adjustment and ensure that AIA can meet the child's educational, developmental, and social-emotional needs within the resources available. In the rare event that the school determines it is unable to meet a child's needs appropriately, the Head of School will meet with the family to discuss recommendations and next steps. If the placement is discontinued during this period, tuition and fees will be handled in accordance with the Withdrawal and Refund section of this Handbook and the terms of the signed Enrollment Contract.

Re-enrollment

Current families receive priority during the annual re-enrollment period. Published deadlines help the school plan staffing, classroom placement, and program offerings. A place cannot be guaranteed until all requirements and applicable fees have been received.

Withdrawal and Enrollment Changes

Families planning to withdraw a student must notify the school in writing and follow the terms of the Enrollment Contract. Requests for schedule or program changes are considered based on classroom availability, staffing, and the needs of the student.

Student Records

Requests for records or transcripts should be directed to the School Office. Records are released in accordance with school policy and applicable law.

Non-Discrimination

Alpharetta International Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

8. Attendance

Regular attendance and punctuality are essential to a successful Montessori education. Consistent participation allows students to benefit fully from classroom routines, uninterrupted work periods, lessons, and collaborative learning experiences.

Absences

If your child will be absent, notify the School Office as soon as possible and provide the reason for the absence. Families are responsible for communicating absences and keeping contact information current.

Extended Absences

Families should plan vacations around scheduled school holidays whenever possible. For an extended absence, notify the School Office and classroom Guide in advance. Although faculty will support a student's return, classroom experiences and lessons cannot always be replicated outside school.

Excessive Absences

Repeated absences may affect academic, social, and developmental progress. The school may contact the family to discuss attendance concerns, identify barriers, and establish an improvement plan. Chronic attendance concerns may affect continued enrollment.

Medical Appointments

Whenever possible, appointments should be scheduled outside school hours. Students leaving early must be signed out through the School Office by a parent or authorized adult no later than 2:30 p.m.

9. Arrival & Dismissal

To ensure a safe and efficient beginning and end to the school day, families must follow the procedures below and all directions given by school staff.

Arrival & Dismissal Schedule

Program	Arrival Window	Dismissal Window
Pre-Primary (18 months-3 years)	8:30-8:45 a.m.	12:00-12:15 p.m.
Primary Half Day	8:30-8:45 a.m.	12:00-12:15 p.m.
Primary Full Day	8:30-8:45 a.m.	2:55-3:10 p.m.
Kindergarten	8:30-8:45 a.m.	2:55-3:10 p.m.
Elementary (Grades 1-6)	8:15-8:30 a.m.	3:05-3:20 p.m.
Middle School (Grades 7-8)	8:15-8:30 a.m.	3:05-3:20 p.m.

Extended Day Programs

Program	Hours
Early Arrival (Ages 4+)	7:30-8:30 a.m.
Primary Lunch Bunch	12:00-1:00 p.m.
Afternoon Club	12:00-2:55 p.m.
After School (Ages 4+)	2:55/3:05-5:30 p.m.

Lunch Bunch for two- and three-year-old students may be available with administrative and lead guide approval. Extended Day enrollment is separate from regular enrollment and subject to availability. Daily drop-in requests require 48 hours' advance notice. Refunds or make-up sessions are not provided for missed days because staffing is arranged in advance. Snacks will be provided by the school if necessary.

Arrival Procedures

- Follow traffic patterns and staff directions.
- Drive slowly and remain alert.
- Remain in the designated carline unless instructed otherwise.
- Do not use cell phones while driving on campus.
- Keep goodbyes brief and allow staff to assist students.
- Pull forward before fastening seat belts or organizing belongings.
- Students arriving after the start of the school day must be signed in through the School Office.

Tardiness

Students are tardy after the program arrival window. Pre-Primary and Primary classroom doors are secured at 8:45 a.m.; Elementary and Middle School classroom doors are secured at 8:30 a.m. After the third unexcused late arrival, the school will contact the family. **Beginning with the fifth unexcused late arrival, a \$25 administrative fee will be assessed for each subsequent unexcused late arrival.** Continued excessive tardiness may require an attendance improvement plan and may affect continued enrollment.

Dismissal and Changes

- Students are released only to authorized adults.
- Government-issued identification may be requested.
- Dismissal changes must come from a parent or legal guardian and should be communicated to the School Office as early as possible.
- Families are responsible for keeping authorized pick-up information current.

Late Pick-Up

Notify the School Office if you anticipate being delayed. Students not picked up at their scheduled time may be escorted to Extended Day. Late pick-up fees are \$2.00 per minute for the first 10 minutes, followed by an additional flat fee of \$30. Repeated late pick-ups may require a meeting with the Head of School. Extended Day closes promptly at 5:30 p.m.

10. Communication

Open, respectful communication is essential to a successful partnership between home and school.

School Communication

The school communicates through its student information system, email, weekly newsletters, the school website, and the emergency notification system. Families are responsible for keeping their contact information current and reviewing school communications regularly.

Who to Contact

Question or Concern	Primary Contact
Classroom learning, behavior, progress, or routines	Montessori Guide
Attendance, schedules, records, or general information	School Office
Tuition, billing, or payment arrangements	Finance Office
Admissions and enrollment	Admissions Office
School-wide concerns or additional support	Head of School

Response Times

Faculty and staff strive to respond to emails and phone messages within two business days. During the school day, lead guides are engaged with students and may not respond immediately. Some matters require consultation or review before a complete response can be provided.

Conferences and Observations

Formal conferences are scheduled once per semester during the year, and additional meetings may be arranged when needed. Classroom observations should be scheduled in advance through the classroom Guide or School Office and are generally available beginning in October.

Communication Expectations

- Communicate respectfully and directly with the appropriate staff member.
- Assume positive intent and seek understanding before drawing conclusions.
- Allow reasonable time for a thoughtful response.
- Respect the privacy of students, families, and staff.
- Address school concerns through school channels rather than social media or informal parent groups.

11. Uniforms & Personal Appearance

Students are expected to wear the approved school uniform each day Monday through Thursday, unless otherwise communicated. Friday is Spirit Day. Uniforms should be clean, in good repair, appropriately sized, and suitable for active learning.

Daily Uniform

Bottoms

- Khaki or navy shorts or pants.
- Khaki, navy, or plaid skirts or skorts, worn with white or navy tights or solid navy/white shorts underneath.
- Khaki, navy, or plaid jumpers with AIA polo underneath.
- Pink, navy or light blue polo dresses.

Tops

- Navy, white, light blue, pink, or yellow collared polo shirts with the AIA logo.

- White or light blue button-down shirts with the AIA logo.

Sweaters and Outer Layers

- White or navy sweaters, cardigans, pullovers, or sweater vests with the AIA logo.

Spirit Wear

AIA Spirit Wear may be worn on Fridays ONLY. Approved items include AIA T-shirts, shorts, sweatshirts, sweatpants, and leggings. Students wearing an AIA sweatshirt Monday–Thursday should wear an AIA polo underneath; on Fridays, an AIA T-shirt may be worn underneath.

Footwear, Socks, and Bags

- Wear comfortable, closed-toe shoes suitable for classroom movement and outdoor play.
- Students should wear comfortable, closed-toe shoes suitable for active learning and outdoor play. Shoes may be **any color** but should be practical, secure, and appropriate for school activities. Shoes with lights, sounds, wheels, cartoon characters, or other distracting features are not permitted. Sandals are not permitted. Boots may be worn when appropriate for weather conditions.
- Socks, tights, and leggings should be solid white or navy. Non-AIA leggings may be worn only with skirts, skorts, or dresses.
- Pre-Primary school backpacks and Primary tote bags are available through the School Office. Elementary and Middle School students may choose their own backpack; rolling backpacks are not permitted.

UNIFORM ORDERING

Official logo apparel is available through Lands' End using Preferred School Number 900067182.

Out-of-Uniform Days

On designated dress-down or spirit days, clothing must be clean, safe, modest, and appropriate for active participation in the school day. Clothing should provide suitable coverage and allow students to comfortably participate in classroom activities, outdoor play, and physical education.

The following are **not permitted**:

- Crop tops or midriff-baring clothing
- Spaghetti-strap or strapless tops
- Short shorts or skirts that do not provide appropriate coverage
- Clothing with offensive, violent, discriminatory, or substance-related language or images
- Pajamas, unless approved for a designated school event
- Unsafe footwear or clothing and accessories that interfere with learning or student safety

Picture Day

Each year, AIA holds two school picture days for individual and class photographs. Families will receive details about dates and ordering in advance. A few notes help the day go smoothly:

Uniform Photos

For our standard school pictures, students wear their regular AIA uniform, neat and clean, so that class photos have a consistent, polished look. This is the default unless the school communicates otherwise.

Out-of-Uniform Photos

When the school designates picture day as out-of-uniform, students may dress in their own clothing. As with any out-of-uniform day, clothing should be clean, safe, appropriate for school, and provide suitable coverage, and may not display offensive, violent, discriminatory, or substance-related language or images. When in doubt, the regular uniform is always a welcome choice.

A Few Tips

Please send your child in well-fitting, comfortable clothing appropriate to the season, and check any communication from your child's Guide for classroom-specific timing. Photo preferences on file are honored on picture day, consistent with the school's photography and media practices.

Lost & Found

Students should arrive neat, clean, and prepared for the school day. Hair and accessories must not interfere with learning or safety. Label all clothing, lunch boxes, water bottles, and personal belongings. Unclaimed items may be donated or placed in the uniform exchange at the end of each semester.

12. Student Expectations & Positive Guidance

Students are expected to contribute positively to the classroom and school community by demonstrating kindness, responsibility, respect, honesty, and care for others and the environment.

Grace & Courtesy

Children are explicitly taught how to greet others, listen, wait, offer and accept help, resolve disagreements, care for materials, include others, and contribute to a peaceful learning community.

Positive Guidance

Faculty use guidance that teaches rather than merely punishes. Support may include redirection, reflection, problem-solving conversations, natural or logical consequences, restorative actions, parent partnership, and individualized support plans. Each situation is considered in light of the student's age, development, needs, and circumstances.

Supporting Your Child

Every child is unique, and we know some children benefit from additional support at times. When that is the case, we work with families individually to consider options that fit the child's needs and the school's resources. Our goal is always an open, honest partnership about how best to support your child within our Montessori program.

Student Responsibilities

- Treat others respectfully and use appropriate language.
- Care for school property, classroom materials, and the environment.
- Follow classroom and school expectations.
- Respect the learning and concentration of others.

- Use technology responsibly.
- Accept responsibility for choices and actions.

Bullying, Harassment, and Intimidation

Bullying, harassment, intimidation, and retaliation are not tolerated. Bullying involves repeated harmful behavior and a real or perceived imbalance of power; it is different from ordinary peer conflict. Reports will be taken seriously, investigated promptly, and addressed according to school procedures. Families should report concerns to the classroom Guide or Head of School and should not confront another child or family directly.

Administrative Response

Serious, repeated, or unsafe behavior may result in parent conferences, behavior support plans, temporary removal from an activity or classroom, suspension, or dismissal. The Head of School determines appropriate responses in the best interests of the student and school community.

13. Health, Wellness & Medication

Maintaining a healthy school community is a shared responsibility. Families must keep health information current and follow the guidelines below.

Health Records

- Immunization records or approved exemptions.
- Required health and medical forms.
- Emergency contact information.
- Allergy and medical action plans, when applicable.

When to Keep Your Child Home

- Fever of 100.4°F (38°C) or higher.
- Vomiting or diarrhea within the previous 24 hours
- Symptoms of a contagious illness.
- An unexplained rash or contagious eye infection.
- Inability to participate comfortably in the school day.
- Instruction from a healthcare provider to remain home.

Illness at School and Return

If a child becomes ill during the school day, a parent or emergency contact will be asked to pick up the child within 30-40 minutes. Students may return after being fever-free for 24 hours without fever-reducing medication, free from vomiting and diarrhea for 24 hours, and well enough to participate fully. Medical clearance may be required for certain communicable conditions.

Medication

Whenever possible, medication should be administered at home. Medication given at school requires a completed authorization form and must be supplied in the original prescription-labeled container or unopened over-the-counter container. Medication is administered only by authorized personnel. Students may not carry medication unless specifically authorized by the school.

Allergies and Individual Health Needs

Families must provide current medical documentation, emergency action plans, and required medications such as epinephrine auto-injectors or inhalers. Notify both the School Office and classroom Guide of any serious allergy or medical condition.

Accidents and Emergencies

Minor injuries receive basic first aid. Parents will be notified of significant injuries, head injuries, or concerns requiring additional attention. Emergency medical services will be contacted when necessary, including before a parent is reached when immediate action is required.

Emotional Well-Being

Families are encouraged to share significant life events or circumstances that may affect a child's well-being at school. A school counselor is available one morning each week for Middle School students. Families interested in this support should contact the Head of School. Information is handled respectfully and confidentially, consistent with professional responsibilities.

14. Food & Nutrition

Students should bring a nutritious lunch and any required snacks each school day unless otherwise communicated. Families are encouraged to send foods and containers that children can manage independently.

Lunches and Snacks

- Include a balance of fruits and vegetables, whole grains, lean proteins, and dairy or appropriate alternatives.
- Do not send candy or sugary drinks.
- Label lunch boxes, reusable containers, and water bottles.
- Send food that can be enjoyed without warming whenever possible. Staff may assist with heating when time and staffing allow.
- Please send reusable cutlery with your child's lunch or snack whenever possible as part of our commitment to sustainability. Thank you for your support.

Community Snacks

In certain programs, snack is a shared community experience. Families take turns providing a simple, wholesome snack for the class, and your child's Guide will share the schedule and any allergy guidelines. Families in classrooms that do not participate in community snack should send a daily snack from home unless the classroom Guide communicates otherwise.

Mealtime Expectations

- Wash hands before eating.
- Open containers independently whenever possible.
- Use respectful table manners.
- Clean the eating area and dispose of waste appropriately.
- Return lunch boxes and water bottles to backpacks.

Water Bottles and Allergies

Students should bring a clearly labeled reusable water bottle each day. Families must notify the School Office of food allergies or dietary restrictions and provide required medical documentation. Classroom food restrictions may vary according to student needs.

Birthdays and Special Events

Classroom Guides will communicate expectations for birthdays, treats, and special events. Celebrations should support classroom routines, student health, and allergy awareness and should remain simple and community-centered. If treats or invitations are shared at school, we ask that they include every child in the class. Before sending a treat, families should consider the dietary needs and allergies of all students in the classroom. Your child's Guide can share any relevant guidelines.

PART III

Policies & Procedures

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15. Campus Safety & Security

The safety of students is a shared responsibility among families, faculty, and staff. AIA maintains emergency plans, staff training, visitor procedures, and collaboration with local emergency services and its School Resource Officer.

Campus Access and Visitors

- Enter through the designated main entrance.
- Check in at the School Office and wear a visitor badge.
- Remain in approved areas or with the designated host.
- Check out before leaving campus.
- Schedule classroom observations, meetings, and visits in advance whenever possible.

Authorized Pick-Up

Students are released only to parents, legal guardians, or adults authorized in the school's records. Government-issued identification may be required. Families must keep authorized pick-up information current in the FACTS Parent Portal.

Emergency Contacts

Families must provide at least two emergency contacts who are not parents or legal guardians. Contacts may be local or out of state but should be trusted adults familiar with the family and prepared to assist if parents cannot be reached.

Emergency Preparedness and Closures

Students and staff participate in age-appropriate safety drills, including fire, severe weather, lockdown, evacuation, and other emergency procedures. School closures, delays, or early dismissals are communicated through official school channels. AIA does not automatically follow Fulton County Schools closures. During an active emergency, families should not come to campus unless instructed to do so.

Personal Property and Prohibited Items

Label all personal belongings. The school is not responsible for lost, stolen, or damaged items. Students may not bring weapons, fireworks, alcohol, tobacco or nicotine products, illegal substances, laser pointers, or distracting toys or devices without lead guide approval. The school determines whether an item is appropriate for campus.

Custody and Legal Orders

Families are responsible for providing the School Office with current custody, protective, or other applicable court orders. Unless valid documentation limiting access is on file, parents or legal guardians generally retain access to educational information and records as permitted by law.

Photography and Media

Images of children at work are part of how we share the life of the school—in classroom updates, newsletters, on our website, and occasionally in other school materials—and we respect that this is your decision to make. During enrollment, families indicate their photography and media preferences, and we honor those choices. A child whose family declines permission will not appear in school-shared images,

and we do not publish students' full names alongside photographs on public channels. Families may update their preferences at any time by contacting the School Office.

Child Safety and Mandated Reporting

Every AIA employee shares responsibility for protecting the safety and well-being of children. School employees are also mandated reporters under Georgia law. When a staff member has reasonable cause to suspect that a child has been abused or neglected, the staff member is legally required to make a report to the appropriate authorities. We share this openly so families understand that reporting is a responsibility carried out for the protection of children and in accordance with the law, not as a judgment of any child or family.

16. Field Trips

Field trips and off-campus learning experiences extend the classroom into the wider world and are an important part of a Montessori education. Because students represent AIA in the community during these outings, a few expectations help every trip run smoothly and safely.

Permission and Supervision

A signed permission form is required for each field trip; students without a completed form cannot participate. Trips are supervised by AIA staff, and chaperones follow the school's guidance and any applicable screening requirements.

Student Conduct

Students are expected to follow the same standards of kindness, respect, and responsibility that guide them on campus, along with the directions of staff and chaperones. Because students represent our school in the community, conduct that is unsafe or disruptive may result in a student being unable to participate in future trips.

Lunches

For most trips, please pack your child's lunch in a disposable brown paper bag labeled with their name, using throwaway packaging that can be discarded during the day. This avoids sending lunch boxes and containers that can be lost or left behind while traveling.

Water

Please send a labeled disposable water bottle rather than your child's regular reusable bottle, so nothing important is lost during the trip. Staying hydrated is important, especially for outdoor and active outings.

Dress

Unless the school communicates otherwise, students wear their AIA uniform on field trips so they are easily identifiable as a group. Your child's Guide will let you know in advance when a trip calls for different attire—such as closed-toe shoes, weather-appropriate layers, or specific clothing for a particular destination.

17. Technology & Digital Citizenship

Technology is used intentionally to enhance learning, creativity, communication, and problem-solving. School technology is provided for educational purposes.

Student Use

- Use technology responsibly, respectfully, and only as directed.
- Protect passwords and personal information.
- Care for school devices and report damage promptly.
- Use online sources ethically and respect copyright and intellectual property.
- Do not photograph, record, or share information about others without authorization.

Personal Devices

Personal electronic devices include cell phones, smart watches, smart glasses, headphones, earbuds, tablets, and other connected or recording devices. Lower School and Elementary students may not bring personal devices unless approved for a documented educational, medical, or family need. Middle School students may bring devices, but they must remain turned off and stored in the designated classroom location unless a lead guide or administrator grants permission.

Internet Safety and Consequences

The school uses filtering and supervision; however, no system can eliminate all risk. Families should reinforce safe online behavior at home. Improper use may result in loss of technology privileges, parent communication, repair or replacement responsibility, and additional disciplinary action. Middle School students and families must also follow the annual Technology and Device Agreement.

18. Community Life & Family Involvement

One of AIA's greatest strengths is its engaged and welcoming community. Families help create a culture where children feel connected, supported, and valued.

Family Participation

- Parent learning events and conferences.
- Classroom celebrations and school traditions.
- Community gatherings and service projects.
- Volunteer opportunities and committees.
- Fundraising and school initiatives.
- Sharing professional expertise, cultural traditions, or talents.

Participation is appreciated and should fit each family's availability. Every contribution helps strengthen the community.

AIA Parent Partnership Committee

The AIA Parent Partnership Committee brings families together to strengthen our community—building connection among families, planning and supporting school events, contributing to fundraising, and offering a parent voice that partners with school leadership. Every AIA family is warmly welcome to take

part; there is no application or selection process. To get involved, let the School Office know or watch for Committee announcements.

Volunteers

Volunteers must follow school policies regarding confidentiality, student supervision, visitor procedures, safety, and professional conduct. Background screening or other requirements may apply depending on the activity.

Gifts to Faculty & Staff

Expressions of appreciation from families are always appreciated but are entirely voluntary.

Individual or group gifts should be offered in a spirit of gratitude and should never create, or appear to create, an expectation of preferential treatment or influence school decisions.

Faculty and staff do not solicit gifts from families.

Fundraising and Giving

As a nonprofit school, AIA relies on community generosity to support strategic priorities, campus improvements, faculty investment, student programs, and tuition assistance. Families are encouraged, but not required, to participate in fundraising or philanthropic initiatives.

Respect for Our Community

- Communicate respectfully and professionally.
- Assume positive intent and seek constructive solutions.
- Protect the privacy and dignity of others.
- Welcome new families and model kindness for children.
- Support school policies and procedures.

19. Financial Policies

Enrollment at Alpharetta International Academy represents a financial commitment for the academic year. Tuition and fees support the educational program, faculty, facilities, operations, and student experience.

Tuition and Payment Plans

Tuition rates, payment options, due dates, discounts, and applicable fees are established annually and described in the Enrollment Contract and Tuition and Fee Schedule. AIA uses FACTS Tuition Management for tuition and fee payments. Families are responsible for maintaining current payment and contact information in FACTS.

Sibling Discount

Families with more than one child enrolled receive a multi-child tuition discount. Full tuition is charged for the child with the highest tuition; the child with the next-highest tuition receives a 10% discount, and each additional child receives a 15% discount. Discounts apply to the lower tuition amounts. Specific terms

are confirmed in the Enrollment Contract and Tuition and Fee Schedule.

Late or Returned Payments

Late payments, returned checks, or failed electronic payments may result in fees or other actions described in the Enrollment Contract. Seriously delinquent accounts may affect student attendance, records release, or re-enrollment, as permitted by law and contract.

Financial Hardship

Families experiencing a significant change in financial circumstances should contact the Finance Office or Head of School as early as possible. Open communication allows the school to review available options; however, assistance or revised arrangements cannot be guaranteed.

Withdrawal

Financial obligations associated with withdrawal are governed by the signed Enrollment Contract. Written notice and any applicable withdrawal fees or remaining tuition obligations must be handled according to that agreement.

Tuition Assistance

Limited tuition assistance may be available based on demonstrated need, available funding, and completion of the required application process. Awards are made annually and are not automatically renewed. Families should contact the Head of School or Finance Office for current information.

Supporting AIA

Families and community members may support AIA through annual giving, fundraising events, corporate matching gifts, volunteer service, advocacy, and scholarship initiatives. Tax and scholarship programs change over time; families should consult current official program information and qualified financial or tax advisers.

20. Middle School (Adolescent Program)

The AIA Middle School program prepares students for success in high school and beyond through rigorous academics, leadership, service, entrepreneurship, and authentic real-world experiences.

Program Highlights

- Interdisciplinary Montessori academics.
- Leadership and mentoring opportunities.
- Entrepreneurship, innovation, and project-based learning.
- Internships and real-world experiences.
- Community service and citizenship.
- Outdoor and experiential education.
- High school preparation and executive-function development.

Student Responsibilities

- Complete assignments thoughtfully and on time.
- Participate actively and collaborate respectfully.

- Demonstrate academic integrity.
- Reflect on feedback and revise work.
- Manage time, materials, and responsibilities with increasing independence.
- Use school technology according to the Technology and Device Agreement.

Student Support

Faculty provide academic guidance, coaching, and support while encouraging students to take increasing ownership of their learning. A school counselor is available one morning each week. Families interested in this resource should contact the Head of School.

Preparing for the Future

Graduates leave AIA with strong academic foundations, confidence in their abilities, a commitment to service, and the adaptability to thrive in new environments. The program's purpose is not simply preparation for the next school, but preparation for a purposeful life.

21. Our Shared Commitment

At Alpharetta International Academy, we believe a child's success is built on a strong partnership between school and home. When families and educators work together with trust, open communication, and mutual respect, children thrive.

By enrolling at AIA, families agree to support the school's mission, policies, procedures, and community expectations as outlined in this Family Handbook and the Enrollment Contract. The school is committed to providing an authentic Montessori education in a safe, caring, and inclusive environment where every child is known, valued, and encouraged to reach their fullest potential.

We recognize that every situation is unique. When questions or concerns arise, families are encouraged to communicate openly with the school so that thoughtful and respectful solutions can be sought in the best interests of each child and the community.

Thank you for choosing Alpharetta International Academy. We are honored to partner with your family and look forward to a wonderful school year together.

Sarah Prosser

Head of School

Family Handbook Acknowledgement

ACKNOWLEDGEMENT

Enrollment at Alpharetta International Academy indicates that families have received access to the AIA Family Handbook and are responsible for reviewing and supporting the school's policies and procedures. The Handbook may be updated as necessary. The Enrollment Contract and other signed agreements govern the contractual relationship between the school and enrolled families.

ALPHARETTA INTERNATIONAL ACADEMY

A Montessori Community Since 1981

Kindness • Respect • Diversity • Creativity • Independence • Community

Rooted in Montessori. Ready for the World.