



2009/2010
Parent/Student Handbook

Preparing Tomorrow's Leaders
Academically & Spiritually

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WELCOME

Dear Students and Parents,

On behalf of the Board of Directors and the staff of North Georgia Christian Academy I would like to welcome you to school. We are excited about and look forward to working with you in the new school year. Our prayer is that God's wisdom and love be reflected in our relationship as we strive to help our students become citizens that will be salt and light to this community.

The school has developed a system of policies, standards and rules intended to provide a safe and harmonious place for learning. **Please take time to carefully read this handbook.** Compliance with the policies herein is important to the mission of our school.

The school year will provide many opportunities and challenges that will help your student grow both academically and spiritually. May we all be prayerful that God will bless us as we go forward together to make it the best year ever.

Sincerely,

Sharla Reynolds
Administrator

MISSION STATEMENT

We strive to instill in our students the knowledge that God and the scriptures are relevant to every facet of their lives. We do this by providing a Godly atmosphere for learning, which enables our students to recognize their God-given potential and helps them grow “in wisdom and stature, and in favor with God and man.” (Luke 2:52)

The GOALS of that MISSION are expected to result in the students exhibiting the following:

Salvation: A lifetime commitment to Jesus Christ as Savior and Lord (John3:3; Rom 12:1, 2)

Vision: A commitment to God’s specific calling in their lives (Gal 1:15, 16; Rom 12:3 – 8; Prov. 29:18)

Competency: Evidence of having the knowledge, skills and abilities to fulfill their calling by providing a quality, scholarly education integrated with Biblical truth as it applies to all areas of life and learning (Rom 12:6-8; 1 Cor. 10:31; Col 3:23)

Character: Evidence of the self-discipline, work ethic and servant mentality as necessary to bring honor and glory to the Lord as they are faithful in their calling (1 Tim3, Gal 5:22,23)

STATEMENT OF FAITH

The Statement of Faith, which all parents must read and agree to adhere to before applying for any child to be enrolled, is the basic framework of Christian teaching and learning at North Georgia Christian Academy

- We believe that the 66 books making up the Old and New Testaments of the Holy Bible were written by men divinely inspired and are the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ. (II Tim. 3:16, II Peter 1:21)
- We believe God is a triune God-the Father, Son and Holy Spirit. (Luke 3:22, Matt. 28:19)
- We believe in the majesty and sovereignty of God. (Luke 1:37, Rev 1:8)
- We believe that God spoke and purposefully created the universe out of nothing. (Gen. 1:1)
- We believe that God created man in His own image. At the fall of Adam, this image was broken, resulting in man's total depravity. Through their relationship to Adam, all men are sinners by nature. (Gen. 3:1-24)
- We believe in God's gracious plan of redemption through Jesus' atoning bloodshed on Calvary, as described in The Holy Bible. (Eph. 2:8, I Peter 18-19)
- We believe the Lord Jesus Christ, "The Word made Flesh," is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God, He became flesh, dwelt among us, and knew no sin; as man He was God. (Luke 1:35, Heb. 4:15, John 1:14)
- We believe that Jesus Christ is the only Savior of sinners, the only way to the Father. He died as a substitute for sinners and was raised from the dead so that they might be reconciled to God. (John 14:6, I Cor. 15:12-21)
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God and are eternally secure in Christ. (John 1:12)
- We believe that eternal life is a free gift that is received through faith in Jesus alone. Eternal life is neither deserved by anyone, nor can it be earned by good deeds. (Eph. 2:8-9)
- We believe Jesus Christ died for our sins, was buried, and on the third day rose from the dead; we believe that He appeared to men who touched Him and knew His bodily presence and that He ascended to His Father and is now acting as High Priest and Advocate. (Rom. 5:8, Matt. 28:5-10, Heb. 4:15)
- We believe that persons not under the covenant of God's saving grace are condemned to a literal place of eternal punishment and separation from God. God's word reveals that there will be a final judgment of man the consequences of which lead either to heaven or hell. (Rom. 2:5-11)
- We believe in the actual existence of Satan who is the father of all evil and the adversary of God and man. He is a liar and the truth is not in him. (John 8:44)
- We believe that God's Word clearly condemns homosexuality and abortion as sinful activities and are not considered alternate lifestyles or life choices that should be embraced or taught as acceptable behavior. (Romans 1:24-28, Prov. 6:16-17)
- We believe that the chief end of man is to glorify God and be with Him forever. (Ps. 61:7-8)
- We believe in God, the Father Almighty, the creator of heaven and earth, and in Jesus Christ, His only Son, our Lord: who was conceived of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He arose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, whence He shall come to judge the living and the dead. We believe in the Holy Spirit, the holy Christian church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

PHILOSOPHY OF EDUCATION

The philosophy of education at *North Georgia Christian Academy* is that God, in Deuteronomy 6, gives the primary responsibility for the education of children to the *parents*. The parents may not abdicate this responsibility to anyone else. They may, however, enlist others to assist them in their educational task. The function of this school is to *help parents educate their children*. Therefore, we work very closely with parents. We strongly encourage and expect parental involvement and input in the educational process.

We believe all learning must be focused on Jesus Christ and integrated with the Holy Bible. He is the Creator and Sustainer of the Universe and the Source of all Truth. All things find their true focus on Him (Colossians 1:15-19). The Bible is God's inerrant revelation and the only unchanging foundation in a rapidly changing world. The training of children should be individualized. Each child is unique and receives from the Lord his/her own particular set of gifts that needs to be developed for the good of the whole Body of Christ. The school uses an approach to teaching the individual child, bearing in mind his/her particular gifts.

Our school's vision is for every student to know "what is the good, and acceptable, and perfect, will of God" for their lives. We believe as a Christ-centered school of academic excellence that we must help our children apply Romans 12:2 to their Christian training, "And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God." Our students are not to be molded from without by the pressures of this world, but they are to be changed from within by the presence of the Lord. We feel it is imperative for our students to read the Word of God and hide it in their hearts so they are not conformed to this world. As Christians, we cannot transform our own minds, only the Holy Spirit can do this, but we are to make ourselves available to the Holy Spirit so that He can renew our minds. It is only through the Bible that the Holy Spirit can work in the lives of our children. We seek to give our students a sure foundation to build upon as they pursue their goals and careers.

The motive of North Georgia Christian Academy is love for God and love for students. **Our great desire is, first, to love God totally** (Matthew 22:37-39). We seek to please Him in everything we do, avoid anything that would be displeasing to our Lord, and desire his favor and blessing on our ministry. Secondly, **we are motivated by love for the students.** Christ had a self-sacrificing love for us so we must love others enough to sacrifice ourselves for their welfare. Our teachers exercise their God-given gifts. Teaching is an important gift of the Holy Spirit and involves not only effective communication, but also the imparting of Spiritual Truth (Eph. 4:11).

The goal of North Georgia Christian Academy is **to bring glory to God.** Paul instructs us, in I Corinthians 10:31, "Whatsoever ye do, do all to the glory of God." We must govern our actions by determining from Scripture what will glorify God the most. This is done by trusting in His promises (Romans 4:20), by publicly praising Him (Psalms 50:23), and by bearing the fruit of righteousness (John 15:8). We want the students to achieve academic excellence as well as learn to live according to the standards of the Word of God as revealed in the Bible.

BOARD OF DIRECTORS AND STAFF

Board of Directors

Mrs. Janice Durden
Mr. Christopher Pence
Mrs. Marianne Bowman, Secretary
Mr. Dustin Hamby
Mr. Rick Mabry, Chairperson
Mrs. Shannon Starkey, Finance
Mrs. Mary Pierce, Vice-Chairperson

Office Staff

Mrs. Sharla Reynolds, Administrator
Ms. Alicia Caruso, Administrative Assistant
Mrs. Sandi Holden, School Accountant

Faculty

Mrs. Janna Peacock	Pre-Kindergarten (Age 2)
Mrs. Beth Cheatham	Pre-Kindergarten (Age 3)
Mrs. Pam Reed	Pre-Kindergarten (Age 4), Preschool Supervisor
Mrs. Angel Fair	Kindergarten (Age 5)
Miss Julie Queen	First Grade
Mrs. Hilary Fowler	Second Grade
Mrs. Daniele Deneka	Third Grade
Mrs. Vicki Christensen	Fourth Grade, 1 st -4 th Lead Teacher
Mr. Jason Hyde	Fifth Grade
Mrs. Lynn Martin	Middle/High School Language Arts, Quest
Mrs. Ashley Sebastiani	Middle/High School Math and Science
Mr. Danny Peterman	Middle/High School Supervisor, Bible, Social Studies, Music

Academic Policy

The Academic policy is designed to accomplish the following:

- I. First and foremost to promote a high level of accomplishment for students that contributes to a healthy self-esteem and sets in motion a life-long practice of diligence.*
- II. To ensure student and parent awareness of the student's academic standing in the school.*
- III. Ensure the academic standard of excellence that is set forth by the school.*

Students receiving below a 75 average on Math, Language Arts, Science, History, Spelling, or Bible shall be put on "Academic Notice." If no improvement is made by the next nine weeks then the student is placed on "Academic Probation."

Students on Academic Probation will have nine weeks to improve their grade back to the expected level or they may be released from the school. *See below

A student ending the school year on Academic Notice without improvement returning to the grade of 75 will enter the following year on Academic Probation.

Academic Notice

Parents of students on *Academic Notice* are expected to do the following: Meet with the teacher to discuss areas needing improvement.

Furthermore, parents should consider implementing the following steps to help their child improve their grades:

1. Hold their child accountable for doing their homework and any additional work assigned by the teacher to aid improvement
2. Consider testing as recommended by the Teacher or Administrator
3. Create time in the student's schedule to allow for the task of improvement in grades
4. Consider hiring a tutor
5. Acknowledge serious efforts made by the student toward improvement
6. Check your child's grades on Renweb at least twice a week

Academic Probation

Parents of students on *Academic Probation* are required to meet with their child's teacher *and* the Administrator to discuss grade improvement.

Beyond the suggestions for Academic Notice parents should consider taking the following steps to help their child improve their grades.

1. Hire a tutor
2. Work each evening with their child to help them in completing all assigned
3. Reward serious efforts made by student toward improvement
4. Check Renweb daily for posted grades
5. Maintain weekly contact with teacher concerning student improvement

* Release of a student

A student with a 75 or less in two areas that does not improve on the above plan may be released from the school based on the following objective criteria:

1. *Overall* grade average
2. Testing results administered by a certified professional
3. Standardized test scores
3. Student's discipline record (as this pertains to academic performance)

Subjective areas may also be taken into account that include but are not limited to:

1. Parent cooperation with the Academic Plan as outlined above
2. The projected benefit of the student and school for the student to continue in the academic program at NGCA in either the current or the next grade

Accreditation

North Georgia Christian Academy is fully accredited by the Georgia Accrediting Commission (GAC) and holds membership with the Association of Christian Schools International (ACSI). We are working to apply all ACSI standards that will eventually enable us to obtain an accredited status with ACSI.

Admissions Philosophy and Policy

North Georgia Christian Academy exists to provide Christian education for Christian families. Because our spiritual purpose is based upon biblical guidelines (Deut. 6: 1 – 9 and Eph. 6: 1 – 4), we seek throughout the admission process to be discerning in the area of Christian belief and practice. We are not concerned with denominational preference or affiliation, but are concerned with the personal profession and practice of biblical Christian faith among those who make up the school family. We define a Christian as a person who by faith has received Jesus Christ as personal Savior and rightful Lord (Eph. 2:8, 9 Rom. 10: 9, 10). We believe that those who will benefit most from our program know the Lord as personal Savior and desire that their children be educated with a biblical world view. It is our experience that families who do not share a biblical world view will be uncomfortable with the expectations we have and the philosophy we practice.

North Georgia Christian Academy will admit students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of admissions policies, educational programs, financial aid, athletic and other school-administered programs.

It is understood that being a student at North Georgia Christian Academy is a privilege and not a right. Any student whose conduct, attitude, or lack of progress, in the opinion of the administration, makes it inadvisable for that student to remain in the school may forfeit this privilege.

After/Before School Care

Before care is offered in the NGCA gymnasium from 7:30-8:00 a.m. The cost for this service is \$2.50 per day and includes a morning juice. Any student that enters the school before 8:00 must report to the gym immediately upon arrival. Charges will automatically be put on the tuition statement for any amount of time on campus from 7:30 to 8:00 am. Children may not be dropped off before 7:30 am for any reason. Limited breakfast items are also available until 8:20 on a cash or charge basis. Arrival after 8:00 a.m. free. Students are dismissed with their teachers at 8:20 a.m. to their classrooms. Students are to be in their classrooms by 8:30 or are considered tardy. Limited after school supervision is available for students of working parents who cannot make other arrangements for pick-up. The cost for this service is \$5.00 per student per day for any length of time utilized and will be billed monthly as used. Students in after-school must be picked up by 5:30 pm or be charged a late fee. Any student still at school after the normal 3:30-3:45 pm school dismissal time is automatically placed in after school care. Please contact the school office if this is a service you will need so that additional information can be forwarded to you.

Attendance Policy

Georgia's Compulsory Attendance Law requires students to attend a public school, private school, or homestudy program for a minimum of 180 educational days per year. The school is charged with maintaining complete and accurate attendance records for our students. We believe regular attendance in class is essential to the success of a student's school experience. Even if make-up work is arranged and completed it never really bridges the gap caused from missing class discussions and explanations.

Excused Absences

As permitted under state law, students may be excused lawfully for the following reasons: personal illness, serious illness or death in the family, special and recognized religious holidays observed by one's faith,

absence as mandated by order of government agencies, or conditions rendering school attendance impossible or hazardous to one's health or safety.

Parents must notify the school in writing as to the reason for an absence upon the student's return to school. The note should be given to the teacher. Teachers will provide students an opportunity to make up missed work for excused absences. Work assigned for an absence, must be completed by the student in the same number of days he/she was absent. For example, if a student misses two school days for sickness, he/she will have two school days after he/she returns to make up the work. Long-range assignments and tests which were announced and scheduled before the absence will be due on the assigned date, or on the first day the student is back in school. It is the responsibility of the student/parent to ask for missed work.

Unexcused Absences

Unexcused absences are such things as (but not limited to) hairdresser appointments, shopping excursions, suspension from school, or truancy. There will be no make-up work allowed. Any tests missed during an unexcused absence will receive a grade of "50%".

Family Vacations / Special Events

Absences for family vacations/special circumstances are recorded as unexcused absences. However, if the teacher is notified **one week in advance of the trip or event** make-up work for the time missed will be allowed and the student will not receive zeroes. The teacher will use his or her discretion regarding the issuing of make-up work prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns, otherwise, no credit will be given for assigned work. Furthermore, if it is decided that some work can only be completed after the student returns, it must be done within one week of the first day back, or receive no credit. **No more than ten absences for family vacation time will be allowed.**

Maximum Absences

Students in first grade and above with more than 15 absences (excused or unexcused) during the school year may be retained in the same grade for the following school year.

The following scale will be used for excessive absences:

15 th absence	Loss of 5 points off final grade in each subject
22 nd absence	Loss of 10 points off final grade in each subject
23 rd absence	Loss of 15 points off final grade in each subject
24 th absence	Loss of 20 points off final grade in each subject
25 th absence	Grade retention*

*Exceptions may be made for medical reasons confirmed by a physician or justifiable circumstances as determined by the administrator and/or school board.

**According to Georgia law, if a child is enrolled in a Georgia school, public or private, for 20 or more days, the student is held accountable for abiding by the school's attendance policy. Students in K5 that have excessive absences will be in danger of retention as they will not have the necessary skills to enter first grade.

If a student comes to school after 12:00 noon or leaves before 12:00 noon, he or she is counted absent.

Tardiness

Punctuality is a matter of primary importance in the education process. Any student arriving at school after 8:30 am must be signed in by a parent **or** bring a note, from the parent, stating the reason for the tardiness. **Failure to provide a reason is automatically recorded as unexcused.** An unexcused absence will be marked for every 4 unexcused tardies (including late arrivals and early dismissals) in any

grading period. The process begins new at each grading period. Excused tardies would include car problems/break-downs en route to school, temporary illness, or unavoidable reasonable circumstances.

Early Dismissal

Students are expected to remain in school for the entire school day. Parents who need to pick-up a student before the end of the school day must report to the office and sign their child out and give the reason in writing. Students will then be called to the office to leave with their parents. Early dismissal reasons should fall under one of those defined as an excused absence or excused tardy in this handbook. **Unexcused early dismissals will be treated the same as an unexcused tardy.** Failure to give a reason will be considered unexcused.

If anyone other than the parent is going to pick up a child from school, written approval from the parent should be sent to the teacher on the morning that this will occur. Please advise anyone who will pick-up a student to have picture identification for verification.

Awards Criteria

Nine-Week Awards

Academic Recognition

“How much better it is to get wisdom than gold! And to get understanding is rather to be chosen than silver.” Proverbs 16:16

North Georgia Christian Academy will recognize the academic achievements of the students in grades 1 – 10 at the end of the first three nine weeks grading period by issuing certificates at two honor roll levels of distinction.

- **“A” Honor Roll** - The student has an “A+”, “A” or “A-” in all academic courses and no grade lower than “S” in all participation courses.
- **“A/B” Honor Roll** - The student’s academic grades are any combination of “A’s” and “B’s”. The student must have no grade lower than “S” in all participation courses.

Perfect Attendance

A certificate for outstanding attendance will be given at the end of each nine week grading period at all grade levels to students with perfect attendance (counted present every day).

End of the Year Awards

North Georgia Christian Academy will have an Honors Program at the end of the school year to recognize outstanding achievements by our students. The following is a list of the awards that our students may strive to earn.

- **“A” Honor Roll Medal:** Students in grades one through ten with a yearly average of “A+”, “A” or “A-” in all the academic courses and no grade lower than “S” in all participation courses.
- **“A/B” Honor Roll Medal:** Students in grades one through ten with a yearly average of “A's” and “B's” in all academic courses and no grade lower than “S” in all participation courses.
- **Perfect Attendance Medal:** Given to the student(s) who have been present every day of the school year.
- **Excellent Attendance Certificate:** Given to the student(s) who have been absent five (5) or less days total for the school year.
- **End of Year ~ Solomon Award ~** This award will be presented to each student that has a year end average of “97” or higher in all academic subjects and no participation grade lower than “S”.
- **Timothy Award Medal:** Teachers at all grade levels and departments have the option to choose a student in their classroom who excels in the Christian character described in 1 Timothy 4:12, “Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.”

- Second Mile Award: Teachers at all grade levels and departments have the option to choose a student in their classroom who best portrays the attitude, toward school work and school responsibilities, that our Lord calls for in Matthew 5:41, “And whosoever shall compel thee to go a mile, go with him twain.”
- Pre-Kindergarten Certificate: Awarded to all participants.
- Kindergarten Certificate: Awarded to all participants.

NOTE: Growth and development is not considered when determining academic awards.

Bible Classes

Bible classes are taught at every grade level on a daily basis. North Georgia Christian Academy has chosen to use the King James Version (KJV) of the Bible for purposes of standardization of school work and memorization requirements of Scripture in the classroom setting. However, students may use any mainstream version of the Bible they prefer to aid them in their study of God’s Word. Furthermore, chapel speakers may also use any mainstream Bible translation in their presentation of a message.

Birthday Celebrations

Birthday celebrations may be conducted for our students at a time prearranged with the teacher and must not interrupt the instructional program of the class.

Invitations to parties outside of the school setting should not be distributed at school unless every student in the classroom is invited to attend. This will help to avoid the possibility of hurt feelings.

Chapel Programs

The school conducts a weekly school-wide chapel service on Wednesday mornings from 8:40 am to 9:15 am. Students participate in singing praises to God and receive Biblical instruction from faculty/staff members and invited guest speakers. Attendance is mandatory and all students are expected to participate in the activities. Parents are always invited to attend our chapel programs.

Cleaning

We do not have full time custodial help at the school. However, the students and staff are expected to do their part in keeping the building and grounds clean and neat. All students will be asked to help.

We will have custodial help to ensure that the bathrooms and common areas are cleaned on a daily basis, but middle/high school students are expected to help.

In an effort to keep the buildings and grounds clean and attractive for all, there is a “**No Gum**” policy at NGCA. Students and teachers will refrain from chewing gum. Parents and visitors are requested to abide by the same standard.

Complaint or Problem Procedure

Occasionally during the course of the year misunderstandings or problems may arise between the teacher and a student, teacher and parent, parent and the school, or any of several possible areas. This is often the result of lack of communication between those involved.

The Board has adopted a policy based on Matthew 18: 15 – 17 that should be used for handling these type of situations. The steps are:

1. All questions, problems or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are!), it should then be brought to the Administrator.

3. If it is still not solved at this point, it should be presented to the Chairman of the Board in writing for his/her consideration.
4. Finally, but only when all of the above steps have been taken, in order and without satisfactory resolution, does the problem find its way to the School Board through written approval.

Our goal is to create an environment where the parents and teachers talk to one another about problems and solutions instead of talking to others. We should all be encouraging each other to apply Mathew 18:15 which is a formula for success. This formula will help us to preserve the integrity of one another and this school as we build strong parent-teacher relationships.

Textbook Map 2008-2009

Pre-K & Kindergarten: ABeka Curriculum & Sing, Spell, Read, and Write

	<u>First Grade</u>	<u>Second Grade</u>	<u>Third Grade</u>
Bible:	ABeka	ABeka	ABeka
Reading:	ABeka	BJU	BJU
English:	ABeka	ABeka	ABeka
Spelling:	ABeka	ABeka	ABeka
Math:	ACSI	ACSI	ACSI
History:	ABeka	ABeka	ABeka
Science:	ACSI	ACSI	ACSI
	<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Sixth Grade</u>
Bible:	ABeka	ABeka	ABeka
Reading:	BJU	BJU	BJU
English:	ABeka	ABeka	ABeka
Spelling:	ACSI	ACSI	ACSI
Math:	ACSI	ACSI	ACSI
History:	ABeka	ABeka	ABeka
Science:	ACSI	BJU	BJU
	<u>Seventh Grade</u>	<u>Eighth Grade</u>	<u>High School</u>
Bible:	BJU	BJU	PAC
Literature:	ACSI	ACSI	BJU
English:	ABeka	ABeka	BJU
Math:	ACSI	ACSI	Saxon
History:	ABeka	ABeka	ABeka
Science:	BJU	BJU	BJU

All teachers are welcome to include any approved books or materials that enhance the lesson. Students in grades K5 – 10th grade will have an opportunity to explore music, art, and physical education at least weekly in addition to the above courses. These subjects are included daily as part of the regular pre-kindergarten experience.

Discipline Policy

In the Bible, discipline had a positive and essential place in the lives of God's people. They had to learn how to be obedient. The process by which God's people learned obedience was the "chastisement of the Lord" (Deut. 11:2). In the Old Testament, God led His people through praise and correction. The goal was to bring His people to a kind of maturity where obedience was the rule rather than the exception. Parents, judges, kings, prophets, and wise men worked with God in teaching His people. Successful discipline resulted in a life pleasing to God. The earliest setting for discipline was the family (Deut. 6:20-25). In the New Testament, Paul wrote a letter to the Hebrews admonishing the Ephesians to bring their children up "in the nurture and admonition of the Lord" (Ephesians 6:4b). Paul instructed, "Fathers, provoke not your children to wrath" (Ephesians 6:4a). Discipline, biblically understood, results in blessing. God's people learn how to serve Him. Through praise and correction, their lives are shaped into a pattern of consistent obedience and love. Within the "chastisement of the Lord," expressed in and through the Lord Jesus Christ, one can live the kind of life that is pleasing to God and of benefit to others. Our school seeks to use discipline, measured with love, in a manner as to enhance the lives of our students as well as our ministry.

Attendance at North Georgia Christian Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of the school may forfeit this privilege. The school may, at any time, request the parents to withdraw a student, who, in the opinion of the administration, does not fit the spirit of the school, regardless of whether or not he conforms to specific rules and regulations of the school.

North Georgia Christian Academy is not an institution to reform children, nor do we seek to take the place of the parents who have had difficulty fulfilling their God-given role; therefore, we ask that parents do not enroll their students with the idea that we will reform them. Students and parents are reminded that the Lord Jesus Christ expects us to be disciplined in all of life. "Let every soul be subject unto the higher powers." (Romans 13:1a). When parents enroll their children at NGCA, they are placing their children under our authority with the expectation that we will exercise authority for the benefit of their children. Parents are therefore expected to be supportive of those they have chosen to serve in positions of authority over their children. Parents can expect their children to receive caring discipline.

Discipline Procedures

There are times when students will need to be disciplined. The Bible tells us that he who loves his children will chasten them. No student is allowed to disrupt the class with words, actions, or a negative attitude. North Georgia Christian Academy will use one or more of the following options when it becomes necessary to show our students that we love them:

- Verbal discipline – admonition, correction, warnings, and rebukes. Students will be reprimanded for their actions and asked to repent.
- Denial of privileges – Students may lose privileges such as recess, seating preference, etc., appropriate to the misbehavior. Additional work assignments may be given when a student is denied recess privileges.
- In-School Suspension – The student may be temporarily removed from the rest of the class for certain misdeeds. This is often done for students who are seeking to gain attention by misbehaving, or who are distracted from doing their work by the presence of other students.
- Suspension – Certain breaches of the school's standards for conduct may result in out-of-school suspension. Suspension from the classroom is usually preceded by a history of conduct problems. The Administrator, in these cases, will contact parents. Work missed during any suspensions will be completed, but any quizzes or tests missed during this time will be an automatic zero. Any student who receives three suspensions in one school year will be considered for dismissal.
- Restitution – This is used in cases of theft or destruction of property. It is expected that anyone found guilty of an offense of this nature will return what has wrongfully been taken or replace what has been lost or damaged.

- Expulsion – Expulsion is used in rare instances where a child is consistently antagonistic to school standards/authority and is non-responsive to other forms of discipline. It is also used when a child is having a significant negative influence on the school or other students. As with suspension, expulsion is usually preceded by a period of behavioral probation, which reflects a history of conduct problems. The school board, upon recommendation of the Administrator, decides if and when expulsion is warranted.

North Georgia Christian Academy personnel will not administer corporal punishment. We believe that spanking is a biblical parental option. If you, as a parent, choose to use this means of discipline we ask that you carry it out at home and not on school property.

Each incident of inappropriate behavior is unique in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors specific to the student involved in the misbehavior such as, but not limited to the following: the history of student problems, the severity of the offense, unique factors preceding the misbehavior, and the degree of involvement by the student.

The administration has the right to adjust the discipline to meet unusual circumstances and situations.

Standards of Conduct

1. Students must display an attitude of reverence for God and the things of God.
2. Students must show respect during the pledge of allegiance to the American flag, Christian flag and Bible.
3. Students must exhibit respectful obedience to authority (parents, teachers, etc.) and school regulations, even when the person in authority is not immediately present. Such obedience should be willing and immediate, and is to extend to any member of the school staff, even if that person is not the student's own teacher.
4. Students should develop responsibility in doing assigned or expected tasks, such as homework.
5. Students should never leave their classroom, assigned area, or the school campus without permission from a teacher or office personnel.
6. Conversations held within the classroom and on the playground are not to infringe on the rights of others, and they are to relate constructively to the time and place. Within class discussion a student may speak when he/she has been properly recognized and "has the floor." At other times he/she should remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawings, or stories, pornography of any sort, gossip, misuse of God's name or spiritual terms, suggestive "sign language," "degrading names," "putting others down" by telling them to "shut up," "get lost," etc., even if "done in fun," are examples of conduct which are unacceptable at North Georgia Christian Academy (NGCA) and are causes for immediate disciplinary action.
7. Unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere.
8. All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student or students responsible. Each student is personally responsible for cleaning up after using a table or study area.
9. Students are to refrain from bringing or listening to secular music while on campus or attending school functions.
10. Tobacco or alcohol in any form is not allowed at school, school functions, or while on school sponsored field trips. **NGCA is a smoke and tobacco-free campus.** Possession of these or of illegal drugs on campus or at school functions is cause for immediate suspension and/or expulsion. In addition, misusing legal substances like nail polish, paint, or any other substance in an attempt to "get high" is grounds for expulsion.

11. No note passing between students (whether on paper, via email, or electronic device) is permitted during school.
12. Internet usage is a privilege that will be removed if abused. Any student caught trying to access websites with pornography, foul language, etc. will be subject to loss of all internet privileges and suspension from school. We greatly encourage parents to use filtering devices for their computers at home, and suggest that no computer be in an unmonitored location.
13. Weapons are not allowed on school grounds or at school-sponsored events. The term “weapons” includes, but is not limited to, rifles, shotguns, handguns, pellet guns, BB guns, paintball guns, bow and arrows, stun-guns, blank pistols, knives (including Bowie, switchblade, pocket, hunting), razors, chemical defensive devices, martial arts devices, or other items which school staff could reasonably conclude as being a violation of the intent of this restriction. Students shall not have any explosive device, including bullets, spent cartridges, other ammunition, fireworks, smoke bombs, matches, lighters, paint bombs, paint balls, or any item which gives the appearance of these. Possession of weapons is grounds for immediate suspension and/or expulsion.
14. Cheating or plagiarism in any form is not tolerated at NGCA. In elementary school, cheating results in a grade of “F” (60 or lower) on the assignment/test and communication with the parents. In Grades 4 and up, cheating results in a grade of “F” (60 or lower) and may be cause for immediate suspension and/or expulsion.
15. In order to best promote the goals and purposes of the school, students are asked to leave all toys, electronic games, non-educational magazines, questionable books and squirt guns at home, unless requested by the teacher. If the above items are found on school premises, the school reserves the right to keep the item until the end of the school year. Cell phones are allowed on campus, but must be kept in the student’s bookbag and turned off. Students are not to use cell phones during the school day without permission from faculty or administration.
16. Students must not steal, which includes borrowing without permission.
17. Student actions must not include assault and battery, intimidation or bullying, coercion, other behavior detrimental to learning, verbal and / or physical abuse.
18. Each student is expected to come to class prepared. This includes bringing the correct books and materials to school/class, completing assigned homework and projects on time, and participating in class discussions.
19. Students are expected to follow the school dress code policy.
20. It should be remembered that the school not only hopes to contribute much to the student, but the student is expected to contribute much towards the school. A student who counteracts the goals and purposes of the school by indifference or overt action, or intentionally damages the reputation of the school, may be asked to seek his/her education elsewhere.

It is impossible to list every behavior that would go against the spirit and goals of North Georgia Christian Academy. Therefore, the school reserves the right to establish additional standards and guidelines as needed to maintain a proper Christian school environment.

Discipline for Preschool & Kindergarten

Preschool and Kindergarten discipline management will be maintained with a talking approach. Often redirecting a child’s attention to something else in the classroom or reminding him/her of a certain classroom manner is all that is necessary. A form of time-out may be used for certain behavior if the child becomes so disruptive that he interferes with the activities of other classmates. At this point a parent conference would be necessary. If deemed necessary, the Administrator may use temporary removal from the classroom as a disposition to correct a child’s behavior before returning to the classroom. Suspension from school may be considered in severe cases.

Discipline for Grades K2 – 4th grade

In Grades K3 – 4 each teacher will use an incentive and motivational technique to encourage correct behavior. The teacher will explain the methods used at Open House.

Responsibility for Grades K5 – 5th grade

To be responsible is a goal every student should desire to achieve. It is necessary for many students to be trained in this area as it does not always come naturally. It is our plan to approach this endeavor in a positive manner. Therefore, in order for students to realize areas of responsibility, NGCA teachers of grades K5 – 5th will offer an incentive structured plan. Hopefully this will train students to make responsibility a habit. Examples of responsibility include (but are not exhaustive of) the following:

1. having agenda signed daily
2. completing homework
3. returning homework
4. organization of personal items (folders, papers, forms)
5. returning signed forms and papers (field trip, tests)
6. returning library books on time

Because these are behaviors that we want students to exhibit, make a habit, etc., we do not want the students to do them with the attitude of “what will I get if I do.” Verbal praise, round of applause, a sticker on a chart, sharing with the class how they remembered to do the expected task, etc. are the types of incentives to be used.

Should a student not meet a responsibility, there will be a consequence. A verbal admonishment would come first. Many times a child will seek to improve when they know they have disappointed the teacher in some way. Should that not be the case, other consequences would be forthcoming. Loss of a minute or missing time in recess, are examples of consequences. Ultimately, lack of cooperation on the part of the student to improve in the area of responsibility would result in a phone call and/or a parent/teacher conference.

Discipline for Grades 5 and above

NGCA teachers expect students to increase their character. Showing proper respect to peers and adults, exhibiting a positive attitude, being on time to school and class, abiding by the school dress code, and respecting property of the school and others are areas in which students may exhibit good character.

Please refer to Standards of Conduct expected of NGCA students.

Some offenses show blatant disrespect for authority, directly disobeys, violates Biblical moral conduct, or seriously threatens the safety of others. **Any action of this nature will be immediately referred to the Administrator.** The Administrator will determine when suspension, expulsion and/or contacting of legal authorities is warranted.

Behavioral Probation

When a student is suspended for behavior reasons, he may be placed on behavioral probation. Behavioral probation will last nine weeks from the date of suspension. During behavioral probation, should the student behave in a manner that warrants another suspension, his/her status will be reviewed by the school board for alternative options for behavior improvement and/or consideration for expulsion.

The Administrator may bring any discipline matter before the Board for review when he/she deems it necessary.

HOMEWORK RESPONSIBILITY

The purpose of homework is to complete basic and enrichment assignments begun in the class, to give drill or develop skill in material presented in class, to memorize facts or to research topics which cannot be completed in class due to lack of time or facilities. Generally, homework given will be in

proportion to the grade level of the student. Parents are asked to help students regularly and should check on completed homework to be certain it is satisfactory. Homework is not to be done by parents. Parents should assist the teacher in enabling the students to develop independent study skill habits. It is not our purpose to overburden the students with homework or to interfere with family life. Parents should contact the teacher if they have any questions.

If the student has any work that he did not finish during the day, it automatically becomes homework. Students are expected to develop responsibility and maturity in returning work and materials on time.

Late Assignments

Students are expected to have all assignments ready to be turned in at the beginning of class and on the due date.

***Daily Assignments:* Late daily assignments will be graded from 50 instead of 100 and will only be accepted at the beginning of the next class period.**

Projects, Papers, Major Assignments, etc.: Major assignments turned in late will receive a reduction of 20 points for each class period the assignment is late. Assignments more than three class periods late will receive a zero grade, but completion is still required. Some major assignments are required to receive credit for a course even if no grade is rewarded.

DRESS CODE POLICY

The standards of the school are apparent by the personal appearance of its students. Styles that are extreme or that sacrifice decency, good taste, or Christian standards are not conducive to spiritual and academic growth. Though opinions differ as to what constitutes proper dress, we must have an institutional standard in order for us to be consistent in our enforcement. Some general scriptural guidelines for students, staff and volunteers for dress are as follows:

1. Modesty (I Timothy 2:9; II Timothy 2:22)
2. Distinction between the sexes (Deuteronomy 22:5; I Corinthians 11:14 –15)
3. In a manner pleasing to the Lord (I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
4. Appropriate dress for the occasion (I Corinthians 14: 40)

The uniform dress code applies to all students and is in effect for all school day activities, including field trips, unless otherwise indicated. The uniform dress code at school-sponsored public programs held outside the normal school day does not apply to non-participants. However, all NGCA students should dress modestly and in good taste when attending any school function. **We respectfully ask that you follow free dress day guidelines for any school-sponsored function.**

Approved uniform items may be purchased through Lands' End. A list of acceptable uniform items is attached for you to select from when ordering from Lands' End. Always refer to this list before placing an order from either of these stores. Pants and shirts may be purchased locally as long as they are a true khaki (not stone) or dark navy color and are styled like those on our approved uniform list. Polo shirts from Lands' End may also be purchased at Sears.

We ask that every student purchase a short sleeve green Interlock Polo knit shirt from Lands' End for special events and occasions where uniformity would be desirable and a monogrammed uniform sweater or jacket for times when additional warmth may be needed in the classroom. All uniform shirts, blouses, sweaters and jackets must be monogrammed with the school name/logo.

The official chapel uniform is as follows:

Chapel Uniforms/ Lands End

All Boys:

Easy Care Oxford Shirt- in White with Logo

Short Sleeve or Long sleeve

Page 62

Plaid Tie- in White Plaid

Pre-tied or to be tied

Page 63

Stain-Resist Plain Front Chinos- in Classic Navy

Page 65- A & B

Belts- Brown Leather- Plain or Braided

Shoes: Page 61

Spice Brown or Navy

** Also, may be purchased in Leather from other source, must be same style and close in color.

Girl: K2, K3, K4 and K5:

Woven Peter Pan Blouse- in White with Logo

Short Sleeve or Long Sleeve

Page 34- A & B

Plaid Jumper- in White Plaid

Page 24- A

Girl: Grades 1-12:

Woven Peter Pan Blouse in White with Logo

Short Sleeve or Long Sleeve

Page 34- A & B

Sweater Vest- in Evergreen with Logo

Page 12- A

Plaid A-line Skirt- in White Plaid

Page 24- C

White/Navy tights or knee socks

Page 23

****Also, ankle socks may be worn**

Shoes: Page 38

Spice Brown or Navy Mary Janes

** Also, may be purchased in Leather from other source, must be same style and close in color.

GENERAL DRESS CODE GUIDELINES

- Uniforms should be appropriately sized (not too large, too small, too tight, or too short) for the student. Uniforms should always be clean, neat, and in good repair.
- **Only an approved uniform sweater or jacket may be worn with the uniform indoors.** All other coats and sweaters are to be put away while in the school building.
- Shirts are to be tucked in at all times.
- Socks are to be worn at all times. **Socks must completely cover the ankle (booties are unacceptable).** Socks and tights must be a solid khaki, cream, navy, or white.
- Daily shoes are those as outlined for chapel.

- All shoes, for safety reasons, must fully cover the foot. Sandals, flip-flops, clogs, boots, or other styles that cover the ankle are not allowed.
 - Tennis/athletic style shoes may be worn for recess and PE **only**. Tennis shoes are to be of neutral colors and follow guidelines as listed below:
For some school events and field trips, tennis shoes will not be permitted attire.
 - matching laces, no distracting features, no rollers, lights, neon or bright colors, noise makers, or slug soles
 - A solid color black, brown, khaki, or navy belt must be worn with pants and shorts.
 - Pants should fit properly at the waist and may not be baggy or sag. Wallet chains are prohibited.
 - Shorts are not appropriate during the winter months (November – February). It is recommended that skorts and skirts be worn with knee-high socks or tights during these same winter months.
 - K3-5 girls are encouraged to wear shorts under their jumpers or skirts.
- No hats, vests (other than school apparel), scarves or additional clothing accessories are permitted.
 - Extreme fads of hair color or styles, clothing, jewelry or shoes will not be allowed.
 - No tattoos (real or temporary) or body piercing, other than girls' ears, are allowed.
 - Girls' hairstyles are to be clean, neat and out of their eyes. Hair clasps/bows must coordinate with uniform colors (navy, white, khaki, maize or green).
 - Boys' hairstyles should be clean, neatly trimmed, and combed. Hair should be above the eyebrows and collar, and no longer than mid-ear on the sides. Boys who shave must maintain a clean-shaven appearance with sideburns extending no lower than mid-ear.
 - Jewelry – One ring per hand, a wristwatch, one bracelet, one necklace and one set of small earrings in the earlobes are permitted. Jewelry should be age appropriate and not extreme in style or color.
 - Boys may not wear earrings.
 - Makeup and nail polish, if worn, **should be light natural colors**, and not reflective of any extreme trend, e.g., Gothic, dark colors, or neon. Only one color of polish at a time is acceptable.

UNIFORM VENDOR OPTIONS

Land's End – Go to their website at www.landsend.com/school.
You may call them at 1-800-469-2222 and use the preferred account #9000- 9472-3.

FREE DRESS DAY

At least one day each month will be designated as a Free Dress Day. Students will be allowed to dress in non-uniform attire on these days. Even in this more relaxed dress code, students are expected to exhibit a Christian example, by dressing neatly, and in a clean and modest manner. The free dress day code is the minimum dress permitted at extra-curricular school events, such as clubs or athletic events, on and off campus. More specific guidelines are listed below:

- Jeans are acceptable. (Appropriately waisted, sized & pulled up.)
- Shorts are acceptable. (Length must be below the tips of the fingers when standing with arms and hands extended by the student's side.)
- T-shirts / sweatshirts are acceptable. (Symbols, pictures, slogans or patches must not take away from a positive Christian environment; all shirts must be of a tuckable length.)
- Tennis shoes with socks are acceptable. (No sandals, crocs, flip-flops, clogs or boots are allowed.)
- Hats are limited to specific themed free dress days and must be free of graffiti and/or unacceptable symbols. When hats are allowed, they must be worn in the correct manner with the bill forward above the eyes.

The following are prohibited: Low cut, midriff, sleeveless or backless blouses, shirts or dresses; skin-tight clothes for boys or girls; spandex or leggings.

The Administrator is to have final discretion on subjective interpretation of the dress code policy. If dress code violations are determined to be in blatant defiance at any grade level, the Administrator may invoke suspension at any time in the process. See "Uniform Violations."

Note: If there is any question concerning particular attire, call the school office prior to wearing it to school. Dress code violations on Free Dress Day are subject to the same discipline code as on regular uniform days.

Drop-off/Pick-up Guidelines

Drop-off and pick-up is a very important process. **Please be very conscientious of those behind you in the line by unloading / loading your student(s) as quickly as possible.** Our goal is to move our children in and out of their vehicles in the safest and most efficient manner possible, as well as, getting our parents to work on time.

Please enter the drop-off / pick-up line by turning left onto the school parking lot just after you turn onto Harold Pritchett Rd. and continue through the portico and around the back of the building for drop-off and pick-up of your student at the gym door between the buildings. Students should unload and load on the passenger side. Turn right after your child exits your vehicle and exit back out onto Harold Pritchett Rd.

Please do not leave your car unattended while in the drop-off/pick-up line. If it is necessary for the parent to enter the building, please park your vehicle in a designated parking area and enter at the main entrance of the new building. For the safety of our students please do not leave an unattended vehicle running.

Students should not be dropped off or picked up at any door except the door designated above between 8:00 – 8:30am and after 3:30pm. Arrivals and departures at any other times should be done at the front office in the new building. (Exceptions are Before and After Care~see pg. 10)

Please do not knock on any doors or windows and ask our teachers to violate our safety regulations.

Morning Drop-Off

All students should enter the building via the directions given above. Supervision begins at 8:00 am (see new option for before school care on pages 10-11) and students should sit in the gym until the supervising teacher dismisses them. Please make sure your student is ready to exit the car before entering the carpool line.

Students arriving after 8:30 am should be signed in at the front office by a parent. The child will be issued a pass to class.

Pick-Up for PreK's Half Day

K2, K3, and K4 half-day students are to be picked up at the main office at 12:00 noon. Parents will need to park and come in for their child.

Pick-Up for K3 through 10th Grade

All K3 through 10th grade students will be dismissed via the gym door between the two buildings starting at 3:30 pm.

Emergency Drills

Our primary concern is always for the safety of our students. Plans and procedures have been established for emergencies such as fires, tornadoes and lock-downs. We will hold regular drills, both announced and unannounced, throughout the school year.

Field Trips

Field trips will be scheduled throughout the school year to enrich the curriculum. In order for a student to participate in a school field trip, a permission form must be completed by the parent/guardian and returned to the teacher who is organizing the trip. A field trip fee of \$50.00 per child is assessed half in August and half in January on the monthly tuition statement. This fee will cover all classroom field trips for the year. (Separate fees for the 4th graders and above that participate in the overnight field trips each semester will be assessed based on activity and destination. This fee will be due at the time of the trip.) If for some reason a student chooses not to attend a field trip he will be counted absent from school, but grades will not be affected.

NGCA relies on parent volunteers for chaperons and transportation. Parents who are used as chaperons/drivers are requested to not bring other children with them so that their undivided attention can be given to the students they are assigned to supervise.

The teacher is in charge of the field trip activities. Parents attending are expected to follow all teacher guidelines and not deviate from them without the teacher's approval. This is necessary to ensure that each child is accounted for and that the group remains together to ensure each child benefits equally from the educational experience.

Grading Scale

Pre-K's and Kindergarten Classes

The pre-kindergarten and kindergarten students will receive a skills check list for each nine weeks grading period using the grading scale as follows:

E = Excellent, G = Good, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

Grades One through Ten

Report cards for grades one and above are available on Renweb at nine week intervals. The academic grading scale is as follows:

A+ (97 - 100)	B+ (87 - 89)	C+ (77 - 79)	F = Failure
A (93 - 96)	B (83 - 86)	C (73 - 76)	(Below 70)
A- (90 - 92)	B- (80 - 82)	C- (70 - 72)	

Some courses at various grade levels are considered participatory and will be graded as:

E = Excellent, G = Good, S = Satisfactory, N = Needs Improvement, and
U = Unsatisfactory

Harassment Policy

North Georgia Christian Academy intends to provide teachers and students an environment that is free of offensive kinds of social behavior. Harassment, whether intentional or unintentional, that subjects another person to unwanted attention, comments, bullying, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Any student who believes he or she has been subjected to harassment should report it immediately to an appropriate teacher or administrator. Each report will be given serious consideration and investigated thoroughly.

Health Certificates

Georgia law requires a current Georgia certificate of immunization for all students in grades K3 through 10th. In addition, a one time certificate of hearing, dental, and vision screening must be on file for all students 5 years old and up. The official certificates can be obtained from any Georgia licensed doctor or health department.

Holiday Emphasis

North Georgia Christian Academy will recognize certain seasons that are compatible with Biblical principles. Classroom decorations should honor Christ during the Christmas and Easter seasons. Halloween will not be recognized at the school. Parents are requested not to send party items with Halloween themes. Autumn and harvest themes are permitted.

Homework/Responsibility for School Work

North Georgia Christian Academy will strive to maintain a reasonable balance between class work and homework. We have two desires. One is for academic excellence which means that homework is inevitable, especially in the upper grades. The second desire is not to jeopardize family time. Please discuss with your student's teacher any concerns you may have regarding homework assignments.

The student holds final responsibility for his/her school work. School work is defined as daily class assignments, homework, projects, school papers that are to be signed and returned to school on time, make-up work, supplemental work, etc. NGCA expects and requires students to meet the responsibilities for school work. Repeated neglect of this obligation may result in dismissal from school.

If a student becomes ill or there is a family emergency that prohibits completion of an assignment at home, the parent may send a note to the teacher stating the reason and ask for an extension of time for the assignment. It is assumed that situations like this will not become habitual. Please note that playing ball or other extra-curricular activities are not acceptable reasons for not completing schoolwork. (Also see "Discipline for Grades 5 and above".)

Illness/Coming to School

Keeping a healthy environment is important to all our students. We certainly commend a student's desire to come to school everyday but, we ask that if your child is throwing up, running a temperature of at least 100°, or has a stomach issue, that you *not* send them to school *until normal conditions have returned for a 24 hour time period*.

Students who develop these symptoms at school will need to be picked up promptly by the parent. If your child has been sent home with one of the above issues, they will not be permitted back to school for 24 hours. With your child's best interest, as well as the interest of the entire school population, it is imperative that these guidelines are followed.

Inclement Weather/School Closing

We will follow Gilmer County School's announcements concerning cancellation of school due to inclement/severe weather conditions. When school is closed due to inclement weather all events for that day or evening will be canceled. To check for Gilmer County School System closings call the SNOW LINE at (706) 276-7669.

Lost and Found

Lost and found items are kept in a designated area in the gym. Parents and students are invited to check for lost items at their convenience. Unclaimed items will be sold in the school store at the end of each nine weeks or donated to a local thrift shop at the end of each semester.

Please write your student's name, with permanent ink, on the clothing label and on other personal items.

Lunches

Full day students will need to bring a sack lunch or may purchase a catered lunch from the school. Milk, fruit beverages, and bottled water will be available for purchase at the school. Lunch menus may be viewed on RenWeb. Lunches are to be ordered one month in advance by the 15th of each month beginning in August. Lunch costs are noted with the menu and whatever is ordered will be charged to the monthly tuition statement by the 20th of each month. Orders are not subject to change or credit for any reason. A form is included in the introduction packet for you to sign as to whether your child is or is not allowed to charge a la carte items and to what amount per month.

Students who do not eat a school lunch need to bring their lunch with them to school each morning. **In the event that a student forgets their lunch a standard lunch sandwich of peanut butter and jelly or grilled cheese, chips, fruit, and a drink will be ordered and a charge placed on your account. Parents will not be called about lunches for any reason. All students must have an ordered lunch or arrive with a lunch box. If not, the standard lunch will be ordered. Please do not tell your child that you will just bring a lunch later. If that is your plan, the teacher must be given a written and signed note to that effect when the child arrives in the classroom. Otherwise, the standard lunch is ordered and charged.**

Refrigeration and microwave use is not available for student lunches through 4th grade. Students in 5th grade and up do have privileges in the commons with the refrigerator and microwave under their teacher's supervision.

Parents are welcome to eat with their child(ren), but should not go to the classroom before or after the lunch time as this will disrupt the instructional program.

For their protection, students are not allowed to pass through the kitchen and must remain in designated student areas.

Medication

When at all possible, we encourage you to schedule your child's medication at home. However, we realize that this may not always be possible. No medication of any kind, prescription, non-prescription, cough drops, or anything else, will be given to the child that can be taken internally unless there is a parent or physician signed permission form authorizing this procedure. We do this to protect children from potential allergy or other reaction to medication. **Prescription medicine must, by law, be sent in the prescription bottle with a label in the student's name and specific dosage and time for administration.** Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of the medication and specific instructions for administration.

All requests should be made in writing and be signed by a parent. **All medication should be taken to the office upon arrival at school and will be kept locked in a medical cabinet in the school office. All medication includes cough and throat drops, eye drops, and all over-the-counter medications.**

Parent Teacher Fellowship (PTF)

The purpose of the PTF is to:

- present a constant witness of Jesus Christ as our Lord and Savior.
- encourage and promote fellowship among parents, students, and staff.
- support NGCA by being available for the many volunteer opportunities.
- promote NGCA in the community by attesting to the academic and spiritual growth opportunities available at NGCA.

Families are automatically enrolled as members of the NGCA PTF. There is no membership fee. All parents will be contacted and asked to help with various PTF projects throughout the school year. Rooms moms are representatives of the PTF.

Pets at School

Students should not bring pets, reptiles, or any other critters to school unless prior approval has been granted by the teacher.

Progress Reports

Each teacher will post grades and other information on RenWeb, which parents may access 24/7. Our teachers may be contacted via their school email or by written notes and will contact you at their planning time. Teachers will establish other methods such as folders and agendas to provide feedback about your student's progress.

Parents are encouraged to contact the teacher with any questions they have about student progress at the first sign of concern. The earlier a problem is addressed the easier is the solution. If a student has a "C" average at the midpoint of the grading period, the teacher will notify the parent/guardian by phone.

Promotion and Retention Policy

Promotion/retention will be determined in the following manner:

- In the pre-kindergarten and kindergarten levels, the teacher will determine the appropriate grade placement for the student for the following year.

- In grades one through three, students will be promoted to the next grade level if, in the judgment of the teacher, they will be able to successfully complete the work and have the maturity level expected for the next grade
- In grades four through ten students will be promoted if they have a cumulative yearly average of 75 or above in the following subjects: Language Arts, Math, Bible, Science, or History. Students who fall below 75 in two or more of these subjects for the year will be recommended for retention for the next school year. Exceptional cases will be considered on an individual basis. Please refer to the Academic Policy in this handbook.
- Art, Music, Penmanship, and Physical Education, will not be taken into consideration as far as promotion or retention decisions. The school expects every student to strive to do their best in these subjects. Poor grades in these subjects may be a way the student lets the school know that he does not want to be at NGCA. Students who do not participate in a positive manner may be placed on behavioral probation or re-admission denied.

North Georgia Christian Academy will seek to work closely with the parents to provide the best educational opportunities for all students. We feel that if the student will exercise proper study habits, pay attention in class, and receive proper motivation from home, the promotion/retention policy will rarely need to be enforced.

*The final decision regarding promotion/retention at the school level rests with the Administrator. Parents have the right to appeal any decisions to the NGCA school board.

Report Cards (also see “Grading Scale”)

Report cards for all grade levels are available 24/7 on the Parent’s Web (reference pg.38). Progress Reports and Report cards will not be printed and sent home. An email will be sent to all parents notifying them of the completion of the final grades at each nine week period.

School Hours

The school day begins at 8:30 am for all students and ends at 12:00 noon for the 3 & 4 year old half-day programs and 3:30 pm for all others. Drop off time is between 8:00 am and 8:25 am (This allows the student five minutes to arrive in the classroom to avoid being tardy). Please see “Drop-off/Pick-up” for additional information. Before and after school care is available (reference page 10).

School Board Meetings

The School Board meets monthly throughout the year on the second Monday of each month at 6:00 pm. Parents are welcome and encouraged to attend these meetings.

Smoke Free Environment

North Georgia Christian Academy is a smoke and tobacco-free environment. Parents are requested not to smoke while on school grounds.

Standardized Testing Program

Each April North Georgia Christian Academy will administer the Stanford 10 Achievement Test to all students first grade and above. Additionally, the Otis Lennon School Ability Test will be administered at grades 3, 5, and 7.

Student Pictures

Individual student and class group pictures are taken in the fall of the year. Students must wear school uniforms for the fall pictures. Packets may be purchased after viewing a proof. A retake session will be scheduled for the fall individual student pictures. In the spring, we take individual pictures in non-uniform attire. Retakes will be scheduled if necessary.

Telephone Use

Students are not permitted to make outgoing telephone calls unless an emergency exists. The teacher must grant permission. Parents are asked to give routine instructions to their child prior to school to avoid having to make phone calls during the day.

Please do not call and request to speak with a teacher during school hours. You may call the office and leave a message for the teacher to return your call at a time when they are not responsible for supervision of students. The use of student cell phones, pagers and beepers is prohibited during school hours.(See pg. 19)

Violations

It is expected that parents will make every effort to dress their student in line with the adopted NGCA dress code as agreed upon in the Parent Conduct and Cooperation Agreement. Students will receive a uniform violation notice for blatantly obvious infractions such as:

- wearing shirts, shorts or pants of a color and style not on our approved uniform list
- wearing shoes and socks contrary to guidelines
- wearing clothing in ill repair, permanently stained, or obviously dirty
- shirt un-tucked, no belt, and other stated dress code requirements
- violations of hair, jewelry, nail polish, and make-up

Students will be counseled about violations in private and will receive a “Uniform Violation Notice” to be taken home to the parents for signature and returned to the teacher. **Failure to follow the school dress code and unwillingness to correct infractions are subject to disciplinary procedures and/or removal from NGCA.**

Visitors

We are always happy to have visitors at the school. Please enter the building at the administration office before going to the classrooms. Parents and visitors are required to sign in, giving reason for visit, and wear a badge unless being escorted by a staff member.

Parents should not make unannounced visits to a classroom in order to prevent interruptions to the instructional program.

Please remember, when you are in the school building during school hours, that the teacher and staff have work to do. Please do not engage them in unnecessary conversation, especially when they are supervising or teaching students.

Volunteers

Volunteerism is a wonderful part of NGCA’s program for which we are grateful. **We respectfully ask that when you come to volunteer during the regular school day that you follow the same dress code as the teachers.**

The faculty dress attire, at minimum, should always meet the same standards as the student dress code short of wearing uniforms. Staff should follow the same shoe requirements as the students with the exception that women may wear sandals/slides. **Shorts and sleeveless shirts should not be worn when volunteering or working at the school.** NGCA’s goal is that the teachers, staff, and volunteers model a high degree of self-respect, modesty, neatness, and professionalism when working with our students.

Website

Parents and students can keep up-to-date on school news and events by visiting our school website at www.NGCA.net. The site will be updated on a regular basis so please check it out regularly for new information and announcements.

Parent's Web

We are also fortunate to have a system at your disposal called Parent's Web. On this site, you will be able to access account information, announcements, lunch menus, grades, and much more. This is an exciting opportunity for parents of NGCA.